|  |
| --- |
| **Senator International Limited**Altham Business Park, |
| Accrington, Lancashire. BB5 5YE |
|  |

Attn: Redacted

Date: 13th July 2017

Procurement ref: CCFR17A01

Dear Sir/Madam,

**Award of contract for the supply of Reception Area Furniture for HR1**

Following your tender / proposal for the supply of furniture to HM Treasury, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between HM Treasury as the Customer and Senator International Ltd as the Supplier for the provision of the Goods. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the “**Conditions**”). In the event of any conflict between this Award Letter (and its Annexes) and the Conditions, this Award Letter (and its Annexes) shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

1. **For the purposes of the Agreement, the Customer and the Supplier agree as follows:**
	1. The Goods shall be delivered at 1 Horse Guards Rd London SW1A 2HQ **the Customer’s premises,**
	2. The charges for the Goods shall be as set out in Annex 2. The total contract value shall be £36,741.12.
	3. The specification of the Goods to be supplied is as set out in Annex 3 .
	4. The Term shall commence on 17TH July 2017 (the “Start Date”) and the Expiry Date shall be 4th September 2017
	5. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Customer** | **Supplier** |
|

|  |
| --- |
| ***Redacted***Information Workplace Solutions - HM Treasury |
| 3 Red, 1 Horse Guards Road |
| Lodnon SW1A 2HQ |

Attention: Commercial Manager | ***Redacted****Altham Business Park**Accrington**Lancashire*Attention:Regional manager Email: jgee@thesenatorgroup.com |

* 1. The following persons are Key Personnel for the purposes of the Agreement:

|  |  |
| --- | --- |
| **Name** | **Title/Role** |
| **Redacted** | **Senior Project Manager** |
| **Recdated**  | **Regional Manager** |

* 1. The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a “**Relevant Conviction**”), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.
1. **Payment**

## 2,1 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

## Before the payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

Within 10 working days of receipt of your countersigned copy of this letter, the Customer will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment.

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Goods. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to buildings.opeerations@crowncommercial.gov.uk **within 2** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the procurement reference number above in any future communications relating to this contract.

Yours faithfully,

|  |
| --- |
| Signed for HM Treasury (“the Customer”) |
| Name: RedactedCommercial Lead |  |
| Signature: |  |
| Date: |  |

We accept the terms set out in this letter and its Annexes, including the Conditions.

|  |
| --- |
| Signed for and on behalf of Senator International Limited (“the Supplier”) |
| Name:RedactedGroup Commercial Manager |  |
| Signature:  |  Date:  |