



Department  
for Environment  
Food & Rural Affairs

[Redacted]  
[Redacted]

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helpline@defra.gov.uk  
[www.gov.uk/defra](http://www.gov.uk/defra)

Address: APHA Newcastle,  
[Redacted]  
[Redacted]  
[Redacted]

[Redacted],  
Excelerate Technology Limited,  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

Your ref: [Redacted]  
Our ref: [Redacted]  
Date: 30 Oct 2020

Dear Callum and Rachel

**Award of contract for the supply of an EA Incident Command Vehicle to the Thames Region.**

Following your tender/proposal for the supply of the Incident Command Vehicle to the Environment Agency, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the Agreement between Environment Agency as the Authority and Excelerate Technology Limited 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 the Conditions, this Award Letter shall



prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Authority and may delay conclusion of the Agreement.

For the purposes of the Agreement, the Authority and the Supplier agree as follows:

1. The Goods shall be Delivered in accordance with the following instructions:

**Delivery Address**

The order will be delivered within the [REDACTED]. The exact location will be confirmed following the order with [REDACTED]  
[REDACTED]

**Date of Delivery**

To be confirmed following the order with [REDACTED]  
[REDACTED]

2. The charges for the Goods shall be as set out in Annex 2 / the Supplier's quotation dated 21<sup>st</sup> October 2020.
3. The specification of the Goods to be Delivered is as set out under the "Chassis" and "Technology" sections in Annex 2 / the Supplier's quotation dated 21<sup>st</sup> October 2020.
4. The address for notices of the Parties are:

Authority	Supplier
[REDACTED]	

5. The Authority may require the Supplier to ensure that any person employed in the supply of the Goods 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 Agreement, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (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 supply of the Goods.

## **Payment**

Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), [REDACTED]. Within 10 working days of receipt of your countersigned copy of this letter, we 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, the details (name and telephone number) of your Authority contact (i.e. Contract Manager [REDACTED]). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to [REDACTED].

## **Liaison**

For general liaison your contact will continue to be [REDACTED]. In the event of an expected absence during this contract Rhian will provide you with different details. You are also welcome to contact [REDACTED] if you cannot get in touch with [REDACTED]. [REDACTED] will then find you someone to speak to.

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful supply of the Goods. The Authority would be grateful if you could arrange the contract to be executed, by way of electronic signature, on behalf of Excelerate and within 5 days.

Yours faithfully,

[REDACTED]

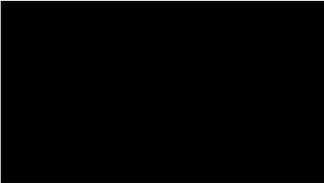
Defra group Commercial

***Execution of this award notification letter is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic***

***Communications Act 2000. The Contract will be formed on the date on which both Parties communicate acceptance of its terms on the Authorities eSourcing System.***

***Annex 1:***

*EA Std Goods Terms and Conditions*



***Annex 2:***

*The Supplier quote – not included in redacted version*