

Industrial Acoustic Design Ltd
Pond Cottage
Heath Road
Bradfield
Essex
CO11 2XD

Attn:

REDACTED
REDACTED

Date: 31st of July 2017

Procurement ref: CCZ116B92

Dear Sir/Madam,

Award of contract for the supply of Soundproofing and Intrinsically Safe Wiring

Following your tender / proposal for the supply of Soundproofing and Intrinsically Safe Wiring services to the Home Office Centre for Applied Science and Technology, we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract between the Home Office Centre for Applied Science and Technology as the Customer and Industrial Acoustic Design Ltd as the Supplier for the provision of the Services. 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:

- 1.1. The Services shall be performed at the Customer's premises: CAST, Woodcock Hill, Sandridge, St Albans, Herts, AL4 9HQ.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £18,422.00.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier's response at Annex 4. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on 4th August 2017 (the "Start Date") and the Expiry Date shall be 31st October 2017. The Authority reserves the option to extend the contract by one period one month.

OFFICIAL

1.5. The address for notices of the Parties are:

Customer

Home Office - CAST
Woodcock Hill
Sandridge
St Albans
HERTS
AL4 9HQ
Attention: REDACTED
Email: REDACTED

Supplier

Industrial Acoustic Design Ltd
Pond Cottage
Heath Road
Bradfield
Essex
CO11 2XD
Attention: REDACTED
Email: REDACTED

1.6. 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.

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to REDACTED REDACTED Home Office - CAST, Woodcock Hill, Sandridge, St Albans, Herts, AL4 9HQ or email REDACTED. 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. If you have a query regarding an outstanding payment please contact the Customer's Accounts Payable section either by email to REDACTED REDACTED or by telephone REDACTED REDACTED 8am-6pm, Monday to Friday (excl. public holidays).

3. Liaison

For general liaison your contact will continue to be REDACTED REDACTED REDACTED or, in their absence, REDACTED

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 Services and Goods. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of

this letter to **REDACTED** via CCS e-sourcing Suite within 7 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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Yours faithfully,

Signed for and on behalf of the Home Office Centre for Applied Science and Technology ("the Customer")

Name: **REDACTED**

Commercial Specialist

Signature: **REDACTED**

Date: 31st July 2017

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

INDUSTRIAL ACOUSTIC DESIGN LTD.

Signed for and on behalf of [insert name of Supplier] ("the Supplier")

Name: [insert name] **REDACTED**
[insert job title] **DIRECTOR**

Signature:

REDACTED

Date: 11/8/2017

