



Health and Safety Laboratory
[REDACTED TEXT]
[REDACTED TEXT]
[REDACTED TEXT]

Attn: [REDACTED TEXT]
[REDACTED TEXT]

Date: 9th September 2016

Procurement ref: CCOS16A03

Dear [REDACTED TEXT],

Award of contract for the supply of Explosive Safety Testing

Following your tender / proposal for the supply of an Explosive Safety Testing Service to the Home Office Centre for Applied Science and Technology (CAST) 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 Home Office Centre for Applied Science and Technology as the Customer and Health and Safety Laboratory 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 Supplier’s premises.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £75,000.00 including all extension options.
- 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 26th day of September 2016 (the “Start Date”) and the Expiry Date shall be 25th day of September 2017. **The Authority reserves the option to extend the contract by two (2) periods of twelve (12) months.**

1.5. The address for notices of the Parties are:

Customer

Centre for Applied Science and Technology
(CAST)
[REDACTED TEXT]
[REDACTED TEXT]

Supplier

Health and Safety Laboratory
[REDACTED TEXT]
[REDACTED TEXT]
[REDACTED TEXT]



[REDACTED TEXT]
[REDACTED TEXT]
[REDACTED TEXT]
Attention: [REDACTED TEXT]
Email: [REDACTED TEXT]

Attention: [REDACTED TEXT]
Email: [REDACTED TEXT]

1.6. The above named persons shall be considered as the Key Personnel for the purposes of the Agreement.

1.7. 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

Payment will be made each time a call-off service is requested. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

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

Payment will be made upon successful delivery/receipt of the provision of explosive safety data testing service and will be invoiced on an annual basis.

Each invoice MUST state a valid purchase order number as issued by the Contracting Authority.

Each invoice should list a full breakdown of services supplied.

Payment will be made 30 days following receipt of a correctly submitted invoice.

All electronic invoices should be sent directly to the accounts payables team at:

ap-hold-resolution@homeoffice.gsi.gov.uk

All paper invoices should be submitted for the attention of Accounts Payable at the following address(s):

Home Office Shared Service Centre (Shared Services Connected Ltd / SSCL), PO Box 5015, Newport, Gwent, NP20 9BB

Tel: 01633 581644

Email: ap-hold-resolution@homeoffice.gsi.gov.uk

3. Liaison

For general liaison your contact will continue to be [REDACTED TEXT] Email: [REDACTED TEXT] or, in their absence, [REDACTED TEXT], email [REDACTED TEXT]

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. Please confirm your

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acceptance of the award of this contract by signing and returning the enclosed copy of this letter via the e-Sourcing portal within **5** 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 **Home Office Centre for Applied Science and Technology**
("the Customer")

Name: [REDACTED TEXT]

Signature: [REDACTED TEXT]

Date: 27/09/2016

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

Signed for and on behalf of **Health and Safety Laboratory** ("the Supplier")

Name: [REDACTED TEXT]

Signature: [REDACTED TEXT]

Date: 20/09/2016