



Department
for Environment
Food & Rural Affairs

APHA
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www.gov.uk/defra

[REDACTED]
Agilent Technologies LDA UK Ltd
Lakeside
Cheadle Royal Business Park
Cheadle
Cheshire.
SK8 3GR

Our ref: Project
24705
Date: 25/10/2018

Dear [REDACTED]

Award of Contract for the Service of Specified Agilent Equipment at APHA Weybridge

Following your proposal for the above service contract renewal to the Animal and Plant Health Agency (APHA), we are pleased to award this contract to you.

This letter (Award Letter) sets out the terms of the Agreement between APHA as the Customer and Agilent Technologies LDA UK Ltd as the Contractor 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 the Conditions, this Award Letter shall prevail. Please do not attach any Contractor terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

For the purposes of the Agreement, the Customer and the Contractor agree as follows:

- 1) The Services shall be performed at various Customer locations as detailed in Schedule 2, and the Contractor’s workshop.
- 2) The charges for the Services shall be as set out in Schedule 3.
- 3) The specification of the Services to be supplied is as set out in Schedule 2.
- 4) The Agreement Term is as set out in Schedule 2.

5) The address for notices of the Parties are:

Customer

Animal and Plant Health Agency (APHA)
Woodham Lane
New Haw
Addlestone
Surrey
KT15 3NB

Attention: [REDACTED]
[REDACTED]

Contractor

Agilent Technologies LDA UK Ltd
Lakeside
Cheadle Royal Business Park
Cheadle
Cheshire
SK8 3GR

Attention: [REDACTED]
[REDACTED]

6) The Customer may require the Contractor to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Contractor 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 Contractor 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.

Payment

All invoices should be sent, quoting a valid purchase order number (PO Number), to: accounts-payable.aph@sscl.gov.uk or Shared Services Connected Limited, PO Box 790, Phoenix House, Celtic Springs Business Park, Newport, Gwent, NP10 8FZ. Within 10 Working Days of receipt of your acceptance of this letter via Bravo, 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, 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 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 accounts-payable.aph@sscl.gov.uk or by telephone 0845 603 7262 between 09:00-17:00 Monday to Friday.

Liaison

For general liaison your contact will continue to be [REDACTED]
[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 supply of the Services.

Acceptance of the award of this contract will be made by electronic signature carried out in accordance with the 1999 EU Directive 99/93 (Community framework for electronic signatures) and the UK Electronic Communications Act 2000.

Acceptance of the offer comprised in this Agreement must be made within 7 days from the date of this Award Letter and the Agreement is formed on the date on which the Contractor communicates acceptance on the Customer's electronic contract management system ("Bravo").

No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this Agreement.

Yours sincerely

[Redacted]

Category Manager

Animal, Plant, Food & Farming Category (including Contingency Planning)

DEFRA Group Commercial

[Redacted]

[Redacted]