



Mercer Limited
REDACTED

Attn: **REDACTED**

Date: 19/07/2019

Contract Reference: CCSN19A07

Dear Sir,

Award of Contract for the Provision of an Integrated Job Evaluation Tool and Market Benchmark Data

Following your proposal for the provision of Integrated Job Evaluation Tool and Market Benchmark Data to Defence Electronics and Components Agency (DECA – MoD), (The Contracting Authority) 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 Defence Electronics and Components Agency (DECA – MoD) as the Contracting Authority and Mercer Limited as the Supplier for the provision of the Goods and 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 Contracting Authority and the Supplier agree as follows:

- 1.1. The Goods and Services shall be delivered/performed at the provider’s site for the initial ‘on-board and first cut of the job evaluation exercise and for training if necessary and:
- 1.2. At REDACTED premises for training and analysis of output and for presentation to DECA.
- 1.3. The charges for the Goods and Services shall be as set out in Annex 2. The total contract value shall be £51,700.00 including all extension options.
- 1.4. 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.



1.5. The Term shall commence after the award of contract on the 1st August 2019 and the Expiry Date shall be the 31st July 2021. The Customer reserves the option to extend the contract by two (2) years in annual increments.

1.6. The address for notices of the Parties are:

Contracting Authority

Defence Electronics and Components
Agency (DECA) Ministry of Defence

Attention: REDACTED
Email: REDACTED

Supplier

Mercer Limited

Attention: REDACTED
Email: REDACTED

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

1.7.1. For the Supplier:

Name	Title/Role for the Supplier
ALL REDACTED	

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
ALL REDACTED	

1.8. The Contracting Authority 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 Contracting Authority, or is of a type otherwise advised by the Contracting 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 Services.

2. Payment

2.1. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

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



2.3. All invoices must be submitted directly to the following address – failure to do so will result in delayed payment.

Invoice/Statement address:

Accounts Payable
REDACTED

Invoice/Statement e-mail:

Accounts: **REDACTED**

Accounts Payable telephone numbers:

REDACTED

Accounts Payable fax number:

REDACTED

All invoices must be sent, quoting a valid purchase order number (PO Number), to address above: Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority 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 Contracting Authority 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 Accounts Payable details above either by email to Accounts: **REDACTED** or by telephone **REDACTED Liaison**

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

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to the procurement lead via the portal within 7 days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract 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.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of Defence Electronics and Components Agency (DECA – MoD
the Customer”)

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**



Date:

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

Signed for and on behalf of Mercer Limited (“the
Supplier”)

Name: **REDACTED**

Job Title: REDACTED

Signature: REDACTED

Date: