



ProMeet  
15 Canal Building  
135 Shepherdess Walk  
London N1 7RR

Attn: **REDACTED**  
**REDACTED**

Date: 8<sup>th</sup> December 2016

Procurement ref: CCBC16A01

Dear Sir,

**Award of contract for the supply of National Infrastructure Assessment: Facilitation Services**

Following your tender for the supply of stakeholder event facilitation services to Her Majesty's Treasury 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 Her Majesty's Treasury as the Customer and ProMeet 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 mainly be performed in Central London. Frequent meetings will also need to take place with the National Infrastructure Commission either at the Potential Provider's offices, or at the National Infrastructure Commission's offices in Eastcheap Court, 11 Philpot Lane, London, EC3M 8UD or the meeting spaces at 1 Horse Guard Road, London SW1A 2HQ.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £28,000, 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 8<sup>th</sup> December 2016 (the "Start Date") and the Expiry Date shall be 31<sup>st</sup> March 2017. The Authority reserves the option to extend the contract by 6 months.



1.5. The address for notices of the Parties are:

**Customer**

National Infrastructure Commission's  
Eastcheap Court, 11 Philpot Lane, London,  
EC3M 8UD  
Attention: **REDACTED**  
Email: **REDACTED**

**Supplier**

ProMeet  
15 Canal Building  
135 Shepherdess Walk  
London N1 7RR  
Attention: **REDACTED**  
Email: **REDACTED**

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

Name	Title/Role
<b>REDACTED</b>	<b>REDACTED</b>
<b>REDACTED</b>	<b>REDACTED</b>

**2. Payment**

- 2.1. Payment can only be made following satisfactory and timely 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. One quarter of the Potential Provider's overall price will be paid after the evaluation of the second event. A further one quarter of the Potential Provider's overall price will be paid after the evaluation of the fourth event. The final half of the Potential Provider's overall price will be paid upon completion of the series of events.
- 2.4. All invoices must be sent, quoting a valid purchase order number (PO Number), to: Accounts Payable, Finance Team - Finance & HR Operational Services, HM Treasury, Rosebery Court, St Andrew's Business Park, Norwich, NR7 0HS. 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.
- 2.5. 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 HM Treasury's Accounts Payable section either by email to [invoicequeries@hmtreasury.gsi.gov.uk](mailto:invoicequeries@hmtreasury.gsi.gov.uk) or by telephone on 020 7270 6000 (option 3, then option 4) between 09:00-17:00 Monday to Friday.

**3. Liaison**



Crown  
Commercial  
Service

OFFICIAL

2nd Floor, Aviation House,  
125 Kingsway,  
London WC2B 6NH

T 0207 276 8886  
E  
ManagedProcurementService@crownc  
mmercial.gov.uk

[www.gov.uk/ccs](http://www.gov.uk/ccs)

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For general liaison your contact will continue to be **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. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **REDACTED** via email at **REDACTED** the above address **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.

Yours faithfully,

Signed for Her Majesty's Treasury ("the Customer")

Name: **REDACTED**  
**REDACTED**

Signature: **REDACTED**

Date: 08/12/2016

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

Signed for and on behalf of ProMeet ("the Supplier")

Name: **REDACTED**  
**REDACTED**

Signature:

Date:

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