



Realise Europe Ltd
REDACTED TEXT
REDACTED TEXT
REDACTED TEXT
REDACTED TEXT

Attn: **REDACTED TEXT**

Date: Thursday 23rd February 2017

Procurement ref: CCCC16A92

Dear Sir/Madam,

Award of contract for the Provision of Consultancy for Organisation Development and Design Support

Following your tender / proposal for the supply of the Provision of Consultancy for Organisation Development and Design Support to Home Office, 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 as the Customer and Realise Europe 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 2 Marsham Street, London. SW1P 4DE.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £19,875.00 (exc.VAT).
- 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 Monday 27th February 2017 (the “Start Date”) and the Expiry Date shall be Wednesday 22nd March 2017.



1.5. The address for notices of the Parties are:

Customer

Home Office
Attention: **REDACTED TEXT**
Email: **REDACTED TEXT**

Supplier

Realise Europe Ltd
Attention: **REDACTED TEXT**
Email: **REDACTED TEXT**

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

Name	Title/Role
REDACTED TEXT	Contract Manager
REDACTED TEXT	Managing Partner

2. Payment

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.

3. Liaison

For general liaison your contact will continue to be Claire Fisher

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 via the eSourcing Portal **within 1** 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 (“the Customer”)

Name: **REDACTED TEXT**
REDACTED TEXT

Signature: **REDACTED TEXT**

Date: 22nd February 2017



Crown
Commercial
Service

OFFICIAL

9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

T 0345 010 3503
E info@crowncommercial.gov.uk

www.gov.uk/ccs

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

Signed for and on behalf of Realise Europe Ltd (“the Supplier”)

Name: **REDACTED TEXT**
REDACTED TEXT

Signature: **REDACTED TEXT**

Date: 24th February 2017

OFFICIAL