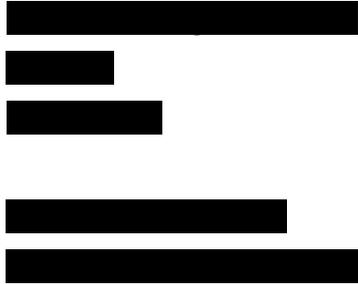




**Hays Specialist Recruitment Ltd**



Date: 18/12/17

Procurement ref: CCHR17B30

Dear

**Award of contract for the Provision of Recruitment Agency Services for UKGI**

Following your tender / proposal for the supply of Provision of Recruitment Agency Services for UKGI to UK Government Investments, 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 UK Government Investments as the Customer and Hays Specialist Recruitment 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:**

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 up to and capped at £150,000.00 exc. VAT, including the extension option.

1.3. This is a Call off Contract and therefore volumes of work are not guaranteed.

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 subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.

1.5. The Term shall commence on 20/12/17 (the “Start Date”) and the Expiry Date shall be 19/12/19. The Authority reserves the option to extend the contract up to a further 12 months.



[Redacted]

1.6. The address for notices of the Parties are:

[Redacted]

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

Name	Title/Role
[Redacted]	<b>Assistant Director UK Government Investments – Contract Manager</b>
[Redacted]	<b>Hays Project Director</b>
[Redacted]	<b>Hays Project Associate Director</b>

## 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 breakdown of work completed and the associated costs.

All invoices must be sent, quoting a valid purchase order number (PO Number), to: [Redacted] 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.

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.

## 3. Liaison

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 the e-sourcing suite **within 1** day 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 UK Government Investments (“the Customer”)

Name: [REDACTED]  
Chief Finance Officer

Signature:

Date:

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



Signature:

Date: