



Department for
International Trade

Jo Griffin
Facta Non Verba Limited
Bennet Corner House
33 Coleshill Street
Sutton Coldfield
West Midlands
B72 1SD

Our ref: DN 332310
Date: 03 April 2018

Dear Ms Griffin

**Award of Contract: For the Collation and Analysis of DIT Point of Delivery (POD)
Event Surveys for the Department for International Trade**

This letter (Award Letter) and Annexes set out the terms of the Agreement between The Department for International Trade as the Customer and Facta NV 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 Contractors terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay conclusion of the Agreement.

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

- 1) The charges for the Services shall be as set out in Appendix 2 of the Contract
- 2) The specification of the Services to be supplied as set out in Appendix 1 of the Contract
- 3) The Term shall commence on 9 March 2018 and the services are to be delivered on a flexible schedule as required and as directed by Naisha Polaine or Hannah Lamont, but with the assumption that Facta NV will provide two to three working days of consultancy support per week.



4) The address for notices of the Parties are:

Customer

The Department for International Trade
3 Whitehall Place
London SW1A 2AW

Attention: Hannah Lamont
Email:
Hannah.lamont@trade.gov.uk

Supplier

Facta Non Verba Limited
Bennet Corner House
33 Coleshill Street
Sutton Coldfield
West Midlands
B72 1SD

Attention: Jo Griffin
Email: jgriffin@facta-nv.com

5) The following persons are Key Personnel for the purposes of the Agreement:

Hannah Lamont	Head of Operations, Investment	Capital Department for International Trade
Jo Griffin	Managing Director	Facta NV

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 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 UK SBS, Queensway House, West Precinct, Billingham TS23 2NF. Within ten (10) Working Days of receipt of your acceptance of this letter, 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 finance@services.ukpbs.co.uk or by telephone 0333 207 9122 between 08:30-17:00 Monday to Friday.

Liaison

For general liaison your contact will continue to be Hannah Lamont – hannah.lamont@trade.gov.uk

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 Keith Jackson at the address shown below within seven (7) days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours sincerely

A handwritten signature in black ink, appearing to be 'KJ', with a long horizontal line extending to the right.

Keith Jackson
Commercial Team
Commercial, Finance and Corporate Services
Department for International Trade
3 Whitehall Place
London SW1A 2AW

Tel: +44 (0)207 215 6044

E-mail: keith.jackson@trade.gov.uk

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

Signed for and on behalf of Facta NV

Name: JO GRIFFIN

Job Title: MANAGING DIRECTOR - INFRASTRUCTURE & INVESTMENTS

Signature: 

Date: 18-04-2018

Signed for and on behalf of the Customer

Name: GERRY DUGMAN

Job Title: HEAD OF COMMERCIAL MANAGEMENT

Signature: 

Date: 19/4/18