

**Courts Advertising Service
Redacted**

Attn: **Redacted**
Redacted

Date: 17th June 2016
Procurement ref: SO17181

Dear Sir/Madam,

Award of contract for the supply of the placement of public notices

Following your tender / proposal for the supply of the placement of public notices service 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 Courts Advertising 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 remotely by the supplier who are based at Media House, Christy Close, Southfield Business Park, Basildon, Essex, SS15 6EA.
- 1.2. The charges for the services shall be as set out in Annex 2. The total contract value shall be £60,000.00, 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, subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on 24th June 2016 (the “Start Date”) and the Expiry Date shall be 23rd June 2018. There is an option to extend the contract for a further 12 months (2+1).

1.5. The address for notices of the Parties are:

Customer

Supplier

Redacted

Redacted

2. Payment

- 2.1. In order to achieve complete automation of the procure to pay process, payment can only be made for services rendered, interim payments will not be considered unless previously agreed prior to contract award.
- 2.2. Each invoice must be submitted monthly and state a valid purchase order number.
- 2.3. Each invoice should list an elemental breakdown of notices placed, reflecting both the notice placement cost and the management fee charged as separate amounts.
- 2.4. Payment will be made 30 days following receipt of a correctly submitted invoice.
- 2.5. All invoices should be submitted electronically for the attention of Accounts Payable at the following e-mail address:
 - 2.5.1. Redacted
 - 2.5.2. Redacted

3. Liaison

For general liaison your contact will continue to be **Redacted**, Crown Commercial Service, **Redacted** or, in their absence, **Redacted**, Crown Commercial Service, **Redacted**

Yours faithfully,

Redacted

Category Executive

Crown Commercial Service