



[Redacted]  
[Redacted]  
University of Sheffield  
[Redacted]  
[Redacted]  
[Redacted]

Attn: [Redacted]

Date: 01/12/2016

Procurement ref: CCZZ16A12



**Work and Pensions Economics Group Conference**

Following your tender / proposal for the supply of research services into Work and Pensions Economics Group Conference for Work and Pensions, 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 to Department for Work and Pensions as the Customer and Pensions Policy Institute 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 within Sheffield at a location that is yet to be agreed.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £34,934.00 excluding 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 05/12/16 (the “Start Date”) and the Expiry Date shall be 31/12/18, with an option to extend up to a further 3 months.



[Redacted]

1.5. The address for notices of the Parties are:

**Customer**

[Redacted]

[Redacted]

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

Name	Title/Role
[Redacted]	Central Analysis Division
[Redacted]	Tender Contact/Economist

**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.

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Department for Work and Pensions, [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 [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.

Yours faithfully,

OFFICIAL



[Redacted]

Signed for Department for Work and Pensions (“the Customer”)

[Redacted]

Date:

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

Signed for and on behalf of University of Sheffield (“the Supplier”)

Name:

Job title:

Signature:

Date: