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Service

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www.gov.uk/ccs

COLCHESTER SKIP HIRE LTD  
Greenacres, Packards Lane  
Wormingford, Colchester  
CO6 3AH

Attn: **REJECTED**  
sales@cshenvironmental.co.uk

Date: Tuesday 20<sup>th</sup> December 2016

Procurement ref: CCZI16C72

Dear Sir/Madam,

**Award of contract for the provision of services for rental of skips**

Following your tender / proposal for the supply of skips on rental to Border Force at their site-Harwich International port, 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 **Border Force** as the Customer and Colchester Skip Hire Ltd as the Supplier for the provision of the services for the rental of skips. 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 Harwich International port, Harwich, Essex. CO12 4SX.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be capped to a value of £40,000.00 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 Friday, 23<sup>rd</sup> December 2016 (the "Start Date") and the Expiry Date shall be Tuesday, 22<sup>nd</sup> December 2020 unless subject to early termination.

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V2.2 Tuesday 20<sup>th</sup> December 2016



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1.5. The address for notices of the Parties are:  
**Customer**

Border Force - Harwich International port  
Harwich, Essex  
CO12 4SX  
Attention: **REDACTED**  
Email: **REDACTED**

**Supplier**

Colchester Skip Hire Ltd  
Greenacres, Packards Lane  
Wormingford, Colchester  
CO6 3AH  
Attention: **REDACTED**  
Email: [sales@cshenvironmental.co.uk](mailto:sales@cshenvironmental.co.uk)

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

Name	Title/Role
<b>REDACTED</b>	Border Force Officer

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: **REDACTED**  
Border Force - Harwich International port, Platform Office, CO12 4SX. 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. If you have a query regarding an outstanding payment please contact the Customer's Accounts Payable section either by email to **REDACTED** or by telephone **REDACTED** between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be **REDACTED** or, in their absence, **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 Susan Carty at the above address within 7 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.

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Yours faithfully,

Signed for and on behalf of Border Force - Harwich International port ("the Customer")

Name: REDACTED  
Business Support Officer

Signature: REDACTED

Date: 23.1.17.

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

Signed for and on behalf of Colchester Skip Hire Ltd ("the Supplier")

Name: REDACTED

Signature: REDACTED

Date: 28/12/2016.