



Penna Plc



Date: 03/01/17

ref: CCZP16A25



Award of contract for the supply of Home Office Employer Brand & Employee Value Proposition

Following your tender/ proposal for the supply of Home Office Employer Brand & Employee Value Proposition to the Home Office, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between Home Office as the Customer and Penna Plc 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 the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Agreement as they will not be accepted by the Customer and may delay the processes.

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

- 1) The Services shall be performed at Home Office premises in London and Croydon but travel to other Home Office locations may be required as part of the Employer Branding work. Travel and Subsistence will be covered as per the Home Office terms and conditions.
- 2) The charges for the Services shall be as set out in Annex 2 / the Supplier’s quotation dated 15/12/16.
- 3) The specification of the Services to be supplied is as set out in Annex 3 / the Supplier’s quotation dated 08/12/16.
- 4) The Term shall commence on 03/01/17 and the Expiry Date shall be 02/07/17. The Authority reserves the right to extend up to a further maximum 3 months. If the maximum extension option is used then further extension requests will require approval from Cabinet Office.
- 5) The address for notices of the Parties are:



OFFICIAL



[Redacted]

[Redacted]

[Redacted]

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

Name	Title
[Redacted]	Senior Resourcing Lead
[Redacted]	Penna tender contact

7) The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier 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 the Supplier 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 must be sent, quoting a valid purchase order number (PO Number), to: Home Office Shared Services [Redacted]. Within 10 working days of receipt of your countersigned copy 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.

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

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.

Liaison

For general liaison your contact will continue to be [Redacted]

OFFICIAL



[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 reference number above in any future communications relating to this contract.

Yours faithfully,

Signed for and on behalf of Home Office

[Redacted]
[Redacted]

[Redacted]
[Redacted]

Date: 21/12/2016

Date: 20/12/16

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

Signed for and on behalf of Penna Plc

Name: *[insert name]*
[insert job title]

Signature:

Date:



**Annex 1
Terms and Conditions**

REDACTED



Annex 2
Supplier's price quotation dated 15/12/16

REDACTED



Annex 3
Supplier's service quotation dated 08/12/16

REDACTED

OFFICIAL



**Annex 4
Clarification responses**

REDACTED