

**REDACTED**

Army Commercial,
Ramillies Building,
Marlborough Lines,
Monxton Road,
Andover,
Hampshire, SP11 8HJ

Tel: **REDACTED**
Email: **REDACTED**

Worldwide Language
Resources Ltd
25 High Street,
High Wycombe,
Bucks
HP11 2AG

Your Reference:

Our Reference:

711683453

Date:

FAO **REDACTED**

10th May 2024

Dear **REDACTED**,

Offer of Contract 711683453 for the Provision of Interpreter Services

1. As you are aware, the Authority intends to enter into the above contract with you.
2. Please sign and return the enclosed final version of the Contract within 10 working days of the date of this letter to acknowledge your acceptance of the Terms and Conditions.
3. Please note that no Contract will come into force until both parties have signed it. The Authority will countersign the Contract and return a copy of the same to you.
4. Payment will be made in accordance with the attached Terms and Conditions. If your company has not already provided its banking details to the Defence Business Services (DBS) Finance Branch, you will be contacted by the named Commercial Officer to provide this information as part of the Onboarding process to Contracting, Purchasing and Finance (CP&F).
5. The Authority may publish notification of the Contract and shall publish Contract documents under the FOI Act except where publishing such information would hinder law enforcement; would otherwise be contrary to the public interest; would prejudice the legitimate commercial interest of any person or might prejudice fair competition in the supply chain.
6. If you wish to make a similar announcement you must seek approval from the named Commercial Officer.
7. Under no circumstances should you confirm to any third party that you are entering into a legally binding contract for Interpreter Services prior to both parties signing the Terms and Conditions, or ahead of the Authority's announcement of the Contract award.

Yours sincerely,

REDACTED

REDACTED

Procure NI & Field Army Team Leader

**Please reply to the Commercial Branch named in the heading and quote the Contract /
Reference number.**