Warwick Economics & Development Ltd

**REDACTED TEXT under FOIA Section 40, Personal Information**

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Attn: **REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

Date: 08/03/2023

Contract Reference: CCZZ23A14

Dear **REDACTED TEXT under FOIA Section 40, Personal Information**,

**Award of Contract for the Provision of UK Property Workforce Report**

Following your bid / proposal for the provision of UK Property Workforce Report to Cabinet Office (the Contracting Authority) we are pleased to award this Contract to you.

This letter (Award Letter) and its Annexes set out the terms of the Contract between Cabinet Office as the Contracting Authority and Warwick Economics & Development Ltd 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 Contracting Authority and the Supplier agree as follows:**

## The Goods shall be delivered at the Supplier’s premises and engagement with the Contracting Authority will be via email to the project team and video link (Google Meet or Microsoft Teams) where required (for example for Contact Review Meetings).

## The charges for the Services shall be as set out in Annex 2. The total Contract charges are £50,000.00 excluding VAT. Including option to extend for one period of six weeks subject to further approval.

## 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.

## The Term shall commence on 09th March 2023 the (“Start Date”) and the Expiry Date shall be 03rd May 2023. The Customer reserves the option to extend the Contract by one period of six weeks, subject to further approval.

## The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| Cabinet Office**REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information**Attention: **REDACTED TEXT under FOIA Section 40, Personal Information**Email: **REDACTED TEXT under FOIA Section 40, Personal Information** | Warwick Economics & Development Ltd**REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information**Attention: **REDACTED TEXT under FOIA Section 40, Personal Information**Email: **REDACTED TEXT under FOIA Section 40, Personal Information** |
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* 1. The following persons are Key Personnel for the purposes of the Agreement:
		1. For the Supplier:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Supplier** |
| **REDACTED TEXT under FOIA Section 40, Personal Information** | **REDACTED TEXT under FOIA Section 40, Personal Information** |
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1.7.2 For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| **REDACTED TEXT under FOIA Section 40, Personal Information** | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| **REDACTED TEXT under FOIA Section 40, Personal Information** | **REDACTED TEXT under FOIA Section 40, Personal Information** |
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* 1. The Contracting Authority 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 Contracting Authority, or is of a type otherwise advised by the Contracting Authority (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. Relevant convictions means any previous or pending prosecution, conviction or caution (excluding any spent conviction under the Rehabilitation of Offenders Act 1974) relating to offences involving dishonesty, terrorism, immigration, firearms, fraud, forgery, tax evasion, offences against people (including sexual offences), driving offences, offences against property, drugs, alcohol, public order offences or any other offences relevant to Services as the Buyer may specify.
1. **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: **REDACTED TEXT under FOIA Section 40, Personal Information** or Emailed to: **REDACTED TEXT under FOIA Section 40, Personal Information** within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority 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 Contracting Authority 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 Cabinet Office Accounts Payable by email to **REDACTED TEXT under FOIA Section 40, Personal Information**.

1. **Liaison**

For general liaison your contact will continue to be **REDACTED TEXT under FOIA Section 40, Personal Information**, **REDACTED TEXT under FOIA Section 40, Personal Information**. or, in their absence, **REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**.

Please confirm your acceptance of the award of this Contract by signing and returning the enclosed copy of this letter to **REDACTED TEXT under FOIA Section 40, Personal Information** by email **REDACTED TEXT under FOIA Section 40, Personal Information within 2** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference number above in any future communications relating to this Contract.

Thank you for your cooperation.

Yours faithfully,

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| Signed for and on behalf of Cabinet Office(“the Customer”) |
| Name: **REDACTED TEXT under FOIA Section 40, Personal Information**Job Title: **REDACTED TEXT under FOIA Section 40, Personal Information** |  |
| Signature: **REDACTED TEXT under FOIA Section 40, Personal Information** |  |
| Date:09/03/2023  |  |

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

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| Signed for and on behalf of Warwick Economics & Development Ltd (“the Supplier”) |
| Name**: REDACTED TEXT under FOIA Section 40, Personal Information**Job Title: **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Signature: **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Date:09/03/2023 |