



Proversity Ltd

Redacted

Redacted

Redacted

Attn: **Redacted**

Redacted

Date: 10/11/2017

Procurement ref: CCZP17A17

Dear Redacted,

Award of contract for the supply of The Provision of E-Learning Module Development for GCS Campaigning Excellence for Cabinet Office

Following your tender / proposal for the supply of E-Learning Module Development to Cabinet Office, 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 Cabinet Office as the Customer and Proversity 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 Customer and the Supplier agree as follows:

1.1. The services shall be delivered at the Cabinet Office, Redacted.

1.2. The charges for the services shall be as set out in Annex 2. The total contract value shall be £51,605.00 ex VAT 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. Where there is conflict Annex 3 shall take precedence.

1.4. The Term shall commence on 17th November 2017 (the “Start Date”) and the Expiry Date shall be 17th May 2019. The Authority reserves the option to extend the contract by 1 year.

1.5. The address for notices of the Parties are:

Customer

Cabinet Office,
70 Whitehall,
Westminster,
London
SW1A 2AS
Attention: Redacted
Email: [Redacted](#)

Supplier

Proversity Ltd
8 Lee Street,
Hagerton,
London
E8 4DY
Attention: *Redacted*
Email: Redacted

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

Name	Title/Role
Redacted	Redacted
Redacted	Redacted

For the purposes of the Agreement the Staff Vetting Procedures/data security requirements/equality and diversity policy/ [and] environmental policy are within Annex 3.

1.7. 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.

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: GCS Knowledge and Capability unit, Cabinet Office, 70 Whitehall, London, SW1A2AS. 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 our 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 Redacted via the Emptoris system to Crown Commercial Service acting on behalf of Cabinet Office **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.

Yours faithfully,

Signed for and on behalf of Cabinet Office (“the Customer”)

Name: Redacted
Redacted

Signature:

Date:

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

Signed for and on behalf of Proversity Ltd (“the Supplier”)

Name:

Signature:

Date:



Annex 1- Terms and Conditions

Redacted

Annex 2 – Price Schedule

Redacted

Annex 3 – Specification and Clarification Questions

Redacted

Annex 4 – Tender Response

Redacted