**Jones Yarrell and Leasdenhall Ltd**

**Twelvetrees Industrial Estate,**

**Twelvetrees Crescent,**

**Bromley By Bow**

**E3 3JG**

Attn:  **REDACTED**

E mail **REDACTED**

Date: 28th September 2020

Contract Reference: CCCO20A06

Dear Sir/Madam,

**Award of contract for the Provision of Hard Copy News Delivery**

Following your bid proposal for the provision of the delivery of hard copy newspapers and journals to Her Majesty’s Treasury, (The Contracting Authority) 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 Her Majesty’s Treasury as the Contracting Authority and Jones, Yarrell, Leadenhall 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:** 
   1. The Services shall be delivered at the following Customer addresses
      1. **1 Horse Guards Rod, London, SW1A 2HQ**
      2. **11 Downing Street, London, SW1A 2AB**
      3. **Debt Management Office, 11 Philpot Lane, London, EC3M 8UD**
      4. **The Customer requires the ability for the Supplier to deliver Hard Copy News across additional departmental locations throughout the United Kingdom, as may be instructed during the Contract Term.**
   2. The charges for the Services to be supplied shall be as set out in Annex 2 of Attachment 5, Terms and Conditions. The total contract value shall not exceed £121,571.49. including all extension options.
   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 of Attachment 5 Terms and Conditions [subject to any clarifications as set out in Annex 5]. Where there is conflict Annex 3 shall take precedence.
   4. The Date of Deliveries shall commence on the 1st October 2020.
   5. The Term shall commence on the 1st October 2020 (the “Start Date”) and the Expiry Date shall be 30th September 2021. The Customer reserves the option to extend the contract by two (2) periods of twelve (12) months.
   6. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| Her Majesty’s Treasury  1 Horse Guards Road  London  SW1A 2HQ  Attention: **REDACTED**  Email: **REDACTED** | Jones Yarrell and Leadenhall Ltd Twelvetrees Industrial Estate,  Twelvetrees Crescent,  Bromley By Bow  E3 3JG  Attention: **REDACTED**  Email: **REDACTED** |

* 1. The following persons are Key Personnel for the purposes of the Agreement:
     1. For the Supplier:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Supplier** |
| **REDACTED** | **REDACTED** |
|  |  |
|  |  |

1.7.2 For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| **REDACTED** | **REDACTED** |
|  |  |
|  |  |

1. **Payment**

The Supplier must be able to invoice each Department and Buying Group individually; this means de-centralised invoicing rather than centralised.

The Supplier will provide invoicing on a monthly basis in arrears to the email or postal address agreed with each Department and Buying Group.

The Supplier’s invoices must detail the relevant Departmental or Buying Group purchase order and a breakdown of the goods/ services supplied in the invoice period.

The Customer shall make payment to the Supplier within 30 days of the date of a valid invoice provided the invoice is received by the Customer at its nominated address for invoices within 2 Working Days of that invoice date or otherwise within 30 days from the date of actual receipt.

Unless the Parties agree otherwise in writing, all Supplier invoices shall be paid in sterling by electronic transfer of funds to the bank account that the Supplier has specified on its invoice.

There are no requirements in regard to integrating with a financial or purchase-to-pay system.

1. **Liaison**

For general liaison, your contact will continue to be **REDACTED.**

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **REDACTED** via the Crown Commercial service e sourcing portal **within two (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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Thank you for your cooperation.

Yours faithfully,

|  |  |
| --- | --- |
| Signed for and on behalf of Her Majesty’s Treasury (“the Customer”) | |
| Name: **REDACTED**  Job Title:**REDACTED** |  |
| Signature:  **REDACTED** |  |
| Date: **REDACTED** |  |

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 Jones, Yarrell and Leadenhall Ltd (“the Supplier”) |
| Name**: REDACTED**  Job Title: **REDACTED** |
| Signature: **REDACTED** |
| Date: **REDACTED**  Signed for and on behalf of Her Majesty’s Treasury  Name: **REDACTED**  Job Title **REDACTED**  Signature: **REDACTED**  Date: **REDACTED** |