



Crown
Commercial
Service

OFFICIAL

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London WC2B 6NH

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mmercial.gov.uk

www.gov.uk/ccs

CM Monitor, trading as BritainThinks
West Wing
Somerset House,
Strand, London
WC2R 1LA

Attn: **Redacted**

Redacted

Date: 9th February 2017

Procurement ref: CCSN17A02

Dear Sir/Madam,

Award of contract for the supply of NIC Social Research

Following your proposal for the supply of social research services to the National Infrastructure Commission, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between The National Infrastructure Commission (an Executive Agency of Her Majesty's Treasury) as the Customer and Redacted 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 primarily performed at the Supplier's premises at **West Wing, Somerset House, Strand London WC2R 1LA** although meetings may also be necessary at the National Infrastructure Commission head office at **5th Floor, 11 Philpot Lane, London EC3M 8UD**.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £19,500 (excl. VAT) including all extension options. BritainThinks will pass on any reasonably incurred disbursement costs (e.g. moderator's travel costs) onto the Authority. The Authority will advise Crown Commercial Service at the end of the Contract what the total Contract value was so this can be captured for transparency purposes.
- 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 subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.

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Award letter
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1.4. The Date of Delivery shall be no later than Friday 31st March 2017.

1.5. The Term shall commence on Thursday 15th February (the "Start Date") and the Expiry Date shall be Friday 31st March 2017. The Authority reserves the option to extend the contract by up to 6 months.

1.6. The address for notices of the Parties are:

Customer

National Infrastructure Commission
5th Floor,
11 Philpot Lane,
London EC3M 8UD
Attention: **Redacted**
Email: **Redacted**

Supplier

CM Monitor, trading as BritainThinks
West Wing
Somerset House,
Strand, London
WC2R 1LA
Attention: **Redacted**
Email: Redacted

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

Name	Title/Role
Redacted	Redacted

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Accounts Payable, Finance Team - Finance & HR Operational Services, HM Treasury, Rosebery Court, St Andrew's Business Park Norwich, NR7 0HS. 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 the HM Treasury's Accounts Payable section either by email to invoicequeries@hmtreasury.gsi.gov.uk or by telephone on 020 7270 6000 (option 3, then option 4) between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be "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 by



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email to "Redacted" **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 The National Infrastructure Commission (an Executive Agency of Her Majesty's Treasury) ("the Customer")

Name: Redacted
Commercial Manager

Signature:

Redacted

Date: 09/02/17

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

Signed for and on behalf of BritainThinks ("the Supplier")

Name: **Redacted**
Partner - Redacted

Signature:

Date:

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