

OFFICIAL



Crown
Commercial
Service

9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

T 0345 010 3503
E info@crownccommercial.gov.uk

www.gov.uk/ccs

Barnet Waddingham LLP
REDACTED

Attn: **REDACTED**

Date: 03rd May 2017

Procurement ref: CCFI17A04

Dear Mr O'Neill,

Award of contract for the Provision of Ill Health Insurance for GCO

Following your tender / proposal for the supply of Ill Health Insurance Services for GCO to the Cabinet Office, 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 Cabinet Office as the Customer and Barnett Waddingham LLP 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.

1. For the purposes of the Agreement, the Customer and the Supplier agree as follows:

- 1.1. The Services shall be delivered at Cabinet Office's premises at REDACTED.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total indicative contract value shall be £16,487.00 (excluding VAT).
- 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 over any additional terms and conditions provided from the Supplier as set out within Annex 6 – "Additional Terms and Conditions".
- 1.4. The Term of this contract shall commence on Wednesday 03rd May 2017 (the "Start Date") and the Expiry Date shall be Wednesday 02nd May 2018. There are no further extensions options for this contract.

OFFICIAL

Award letter
© Crown copyright 2016



1.5. The address for notices of the Parties are:

Customer
REDACTED

Supplier
REDACTED

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

Name	Title/Role
REDACTED	Programme Manager
REDACTED	Project Delivery Manager

2. Payment

2.1 Supplier invoicing requirements and payment methods will be agreed between the supplier and Authority.

2.2 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

2.3 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

2.4 The invoicing address shall be:

2.4.1 Cabinet Office Finance Team
REDACTED

2.4.2 All invoices must be sent, quoting a valid purchase order number (PO Number), to: REDACTED 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

OFFICIAL



Crown
Commercial
Service

9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

T 0345 010 3503
E info@crowncommercial.gov.uk

www.gov.uk/ccs

invoice.

2.4.3 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 REDACTED 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, Programme Manager on contact number REDACTED or email 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 the Crown Commercial Service at the above address **within seven working** 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 Sincerely,

REDACTED

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

Name: REDACTED

OFFICIAL

Award letter
© Crown copyright 2016

OFFICIAL



Crown
Commercial
Service

9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

T 0345 010 3503
E info@crownccommercial.gov.uk

www.gov.uk/ccs

Signature:

Date: 18/04/2017

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

Signed for and on behalf of Barnett Waddingham LLP (“the Supplier”)

Name: REDACTED

Partner

Signature:

Date:

OFFICIAL