



**Edenred (UK Group) Limited**  
**50 Vauxhall Bridge Road, London.**  
**SW1V 2RS**

Attn: REDACTED

REDACTED

Date: 4th April 2017

Procurement ref: CCZV16A01

Dear Sir,

**Award of contract for the supply of Employee Services**

I am pleased to inform you that Her Majesty's Treasury Group (the "Authority") has now completed the necessary procurement activity to make a contract award under framework RM3704 – Employee Services to Edenred (UK Group) Limited.

This letter (Award Letter) and its Annexes set out the terms of the contract between Her Majesty's Treasury Group as the Customer and Edenred (UK Group) Limited 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 – CCZV16A01 Framework Agreement Schedule' 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 to the Authority's, and its agencies as part of the HM Treasury Group, registered addresses. The Authority's address is 1 Horse Guards Road, London, SW1A 2HQ.
- 1.2. The charges for the Services shall be as set out in Call Off Schedule 3: Call Off Contract Charges, Payment and Invoicing of the CCZV16A01 Framework Agreement Schedule. The total contract value shall be an estimated £420,000 excluding VAT and will be based upon the orders submitted for Services by Her Majesty's Treasury Group.
- 1.3. The Term commenced on 16/12/2017 (the "Start Date") and the Expiry Date will be 15/12/2019. The Authority has no option to extend the contract beyond 15/12/2019. Please accept my apologies for the delay in the formal award of this Contract and service delivery to the Authority.

1.4. The address for notices of the Parties are:

**Customer**

**Supplier**

Her Majesty's Treasury Group

Edenred (UK Group) Limited



2nd Floor, Aviation House,  
125 Kingsway,  
London WC2B 6NH

T 0207 276 8886  
E  
ManagedProcurementService@crownc  
mmercial.gov.uk

www.gov.uk/ccs

1 Horse Guards Road, London,  
SW1A 2HQ

Attention: REDACTED  
Email: REDACTED

50 Vauxhall Bridge Road, London.  
SW1V 2RS

Attention: REDACTED  
Email: REDACTED

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

Name	Title/Role
REDACTED	REDACTED
REDACTED	REDACTED

1.6. 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: 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](mailto: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 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 print and sign a copy and forward to the Procurement Lead via email to REDACTED within 7 days of the date of this letter. They in turn will manage its ratification and return a copy for your records. Please remember to quote the procurement reference number above in any future communications relating to this contract.



Crown  
Commercial  
Service

OFFICIAL

2nd Floor, Aviation House,  
125 Kingsway,  
London WC2B 6NH

T 0207 276 8886  
E  
ManagedProcurementService@crownc  
mmercial.gov.uk

[www.gov.uk/ccs](http://www.gov.uk/ccs)

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Yours faithfully,

Signed for and on behalf of HM Treasury

Name: REDACTED

Signature: REDACTED

Date: 4<sup>th</sup> April 2017

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

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

Name: REDACTED

REDACTED

Signature:

Date:

Annex 1 – CCZV16A01 Framework Agreement Schedule

REDACTED

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