



Jigsaw Research Limited  
**REDACTED**

Attn: **REDACTED**  
**REDACTED**

Date: Tuesday 13<sup>th</sup> August 2019  
Contract Reference: CCZZ19A44

Dear **REDACTED**

**Award of contract for the Provision of Research Services**

Following your proposal for the Provision of Research Services to the Cabinet Office (The Contracting Authority) 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 Contracting Authority and Jigsaw Research 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 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:
  - 1.1. The Services shall be delivered at the Supplier’s premises.
  - 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £338,300.00 including all extension options (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.
  - 1.4. The Date of Delivery shall be Thursday 15<sup>th</sup> August 2019.
  - 1.5. The Term shall commence on Thursday 15<sup>th</sup> August 2019 (the “Start Date”) and the Expiry Date shall be Thursday 14<sup>th</sup> November 2019 The Customer reserves the option to extend this contractual provision by up to two months on a plus one month, plus one month basis.
  - 1.6. The address for notices of the Parties are:

**Contracting Authority**

Cabinet Office  
**REDACTED**

**Supplier**

Jigsaw Research Limited  
**REDACTED**



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

1.7.1. For the Supplier:

Name	Title/Role for the Supplier
REDACTED	REDACTED
REDACTED	REDACTED

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	REDACTED

## 2. Payment

Payment will be made upon a correctly submitted invoice from Jigsaw Research.

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

Jigsaw Research Limited should ensure that the invoice includes:

- Appropriate references to identify the services and contract which is being invoiced from;
- A valid Purchase Order Number;
- A breakdown of charges, including a separate line for VAT.

Payment will be made within 30 days following receipt of a correctly submitted invoice as detailed above. 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 Contracting Authority 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 Contracting Authority 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. Catherine Hunt.

### 3. 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 myself by no later than **17:00 hours on Wednesday 14<sup>th</sup> August 2019**. 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.

Thank you for your cooperation.

Yours Sincerely,

**REDACTED**

**REDACTED**

Crown Commercial Service

**REDACTED**

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

Name:

Job Title:

Signature:

Date:

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

Signed for and on behalf of Jigsaw Research Limited  
 (“the Supplier”)

Name:

Job Title:

Signature:

Date: