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**South Midlands Communications Limited**  
**SM House,**  
**School Close**  
**Chandlers Ford Industrial Estate**  
**Eastleigh,**  
**Hampshire**  
**SO53 4BY**

Attn: **Redacted**

Date: 7<sup>th</sup> December 2016

Procurement ref: CCZI16C54

Dear Sir/Madam,

**Award of contract for the supply of Provision of Pneumatic Masts**

Following your tender / proposal for the supply of the Provision of Pneumatic Masts to the Home Office, Centre for Applied Science and Technology, 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 Home Office, Centre for Applied Science and Technology as the Customer and South Midlands Communications Limited as the Supplier for the provision of the Goods. 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 performed at the Customer’s premises Home Office CAST, Langhurst House, Langhurstwood Road, Horsham, West Sussex. RH12 4WX.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £24,100.55, including all extension options.
- 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.
- 1.4. The Term shall commence on Thursday, 15<sup>th</sup> December 2016 (the “Start Date”) and will expire upon satisfactory delivery.

1.5. The address for notices of the Parties are:

**Customer**

CAST  
Langhurst House,  
Langhurstwood Road,  
Horsham,  
West Sussex,  
RH12 4WX  
Attention: Redacted  
Email: Redacted

**Supplier**

South Midlands Communications  
Limited  
SM House,  
School Close  
Chandlers Ford Industrial Estate  
Eastleigh,  
Hampshire  
SO53 4BY  
Attention: Redacted  
Email: Redacted

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

Name	Title/Role
Redacted	Electronic & Electrical Engineering
Redacted	Sales Manager

**2. Payment**

All invoices must be sent, quoting a valid purchase order number (PO Number), to: **Home Office Shared Service Centre, HO Box 5015, Newport, Gwent, NP20 9BB**. 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 Customer's Accounts Payable section either by email to post-room-rescan@homeoffice.gsi.gov.uk or by telephone 08450 100125 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 to redacted at the above address **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.



Crown  
Commercial  
Service

OFFICIAL

9<sup>th</sup> Floor, The Capital,  
Old Hall Street, Liverpool.  
L3 9PP

T 0345 010 3503  
E [info@crownccommercial.gov.uk](mailto:info@crownccommercial.gov.uk)

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

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Yours faithfully,

Signed for and on behalf of Home Office CAST (“the Customer”)

Name: Redacted

Electronic & Electrical Engineering

Signature:

Date:

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

Signed for and on behalf of South Midlands Communications Limited (“the Supplier”)

Name: Redacted

Sales Manager

Signature:

Date:

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