



Sabre Computers International Ltd  
The Old NAAFI  
Coldstream Road  
Caterham  
Surrey  
CR3 5QX

Attn: REDACT

REDACT

Date: 14<sup>th</sup> November 2016

Procurement ref: CCOG16A11

Dear Sir/Madam,

**Award of contract for the supply of Velocity Measuring Equipment**

Following your tender / proposal for the supply of velocity measuring equipment to Centre for Applied Science and Technology (CAST), 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 CAST as the Customer and Sabre Computers International Ltd as the Supplier for the provision of the Goods and 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 Goods and Services shall be delivered and performed at the Customer's premises at Woodcock Hill, Sandridge, St. Albans. AL4 9HQ.
- 1.2. The charges for the Goods and Services shall be as set out in Annex 2. The total contract value shall be £37,936.00, including all extension options.
- 1.3. The specification of the Goods and 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 Date of Delivery shall be within 4 weeks of the contract award date.
- 1.5. The Term shall commence on 21<sup>st</sup> November 2016 (the "Start Date") and the Expiry Date shall be 20<sup>th</sup> November 2018. The Authority reserves the option to extend the contract by two (2) periods of twelve (12) months

OFFICIAL



1.6. The address for notices of the Parties are:

**Customer**

Centre for Applied Science & Technology  
Woodcock Hill  
Sandridge  
St Albans  
AL4 9HQ

Attention: REDACT  
Email: REDACT

**Supplier**

Sabre Computers International Ltd  
The Old NAAFI  
Coldstream Road  
Caterham  
Surrey  
CR3 5QX

Attention: REDACT  
Email: REDACT

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

Name	Title/Role
REDACT	Service Manager
REDACT	ISS Manager

1.8. 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: 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 our Accounts Payable section either by email to [post-room-rescan@homeoffice.gsi.gov.uk](mailto: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 REDACT or, in their absence, REDACT

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 and Goods. Please confirm



your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to Tina Morgan at the above address **within 3** 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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Yours faithfully,

Signed for and on behalf of CAST ("the Customer")

Name: REDACT

Signature: REDACT

Date: 14<sup>TH</sup> November 2016

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

Signed for and on behalf of Sabre Computers International Ltd ("the Supplier")

Name: REDACT

Signature: REDACT

Date: 16<sup>th</sup> November 2016