



Vigilant Resources International
45 Rockefeller Plaza - 20th Floor
New York, NY 10020
Attn: REDACTED

Date: 5 December 2016

Procurement ref: CCCO16A27

Dear REDACTED,

Award of contract for the supply of Data and Platform Market Analysis

Following your proposal for the supply of Data and Platform Market Analysis Services to the Cabinet Office, 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 the Cabinet Office as the Customer and Vigilant Resources International 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 Customer and the Supplier agree as follows:

- 1.1. The Services shall be performed at 1 Horse Guards Road, SW1A 2HQ which are the Customer’s premises.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £30,000, 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. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Date of Delivery shall be 20 February 2017
- 1.5. The Term shall commence on 6 December 2016 (the “Start Date”) and the Expiry Date shall be 27 February 2017 with an option to extend by 1 (one) month with no impact on costs.



1.6. The address for notices of the Parties are:

Customer

Cabinet Office
1 Horse Guards Road
SW1A 2HQ
London
Attention: REDACTED
Email: REDACTED

Supplier

Vigilant Resources International
45 Rockefeller Plaza - 20th Floor
New York, NY 10020
Attention: REDACTED
Email: REDACTED

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

	Name	Title/Role
Supplier	REDACTED	President
Authority	REDACTED	Cabinet Office
	REDACTED	Cabinet Office

2. Payment

The total contract price is £30,000.

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Shared Services Accounts Payable, Room 6124, Tomlinson House, Norcross Blackpool, FY5 3TA. 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 Customer's Accounts Payable section either by email to SSCLPOINVOICEPAYMENTS@DWP.GSI.GOV.UK or by telephone to 0845 602 8244 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 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.

Yours faithfully,

Signed for and on behalf of The Cabinet Office ("the Customer")



Crown
Commercial
Service

OFFICIAL

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

T 0207 276 8886
E
ManagedProcurementService@cro
wncommercial.gov.uk

www.gov.uk/ccs

Name: REDACTED
Cabinet Office

Signature:

Date:

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

Signed for and on behalf of Vigilant Resources International ("the Supplier")

Name: REDACTED
President

Signature:

Date:

OFFICIAL

Award letter

V1.0 5 December 2016