



Department  
for Environment  
Food & Rural Affairs

APHA  
Woodham Lane,  
New Haw, Addlestone  
Surrey KT15 3NB

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helpline@defra.gsi.gov.uk  
[www.gov.uk/defra](http://www.gov.uk/defra)

FTAO [REDACTED]  
Hamilton Sales and Service UK Limited  
Unit 1 Forge Mills Park  
Station Road  
Coleshill  
Birmingham  
B46 1JH

**Our Ref:** Project 26863  
**Date:** 09<sup>th</sup> July 2019

Dear [REDACTED]

## Award of contract for the Service and Repair of Five (5) Hamilton Microlab Star Robots

Following your proposal for the above service contract renewal to the Animal and Plant Health Agency (APHA), we are pleased to award this contract to you.

This letter (Award Letter) and its Annex One (1) set out the terms of the Agreement between APHA as the Customer and Hamilton Sales and Service UK Limited as the Contractor 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 One (1) to this Award Letter (the “**Conditions**”). In the event of any conflict between this Award Letter and the Conditions, this Award Letter shall prevail. Please do not attach any Contractor terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

For the purposes of the Agreement, the Customer and the Contractor agree as follows:

- 1) The Services shall be performed at the address detailed in Schedule 2, Specification of Services.
- 2) The charges for the Services shall be as set out in Schedule 3, Pricing.
- 3) The Specification of the Services to be supplied is as set out in Schedule 2, Specification of Services.
- 4) The address for notices of the Parties are:

**Customer**  
APHA Weybridge

**Contractor**  
Hamilton Sales and Service UK Limited



Woodham Lane  
New Haw  
Addlestone  
Surrey  
KT15 3NB

Unit 1 Forge Mills Park  
Station Road  
Coleshill  
Birmingham  
B46 1JH

Attention: [REDACTED]

Attention: [REDACTED]

Email: [REDACTED]

Email: [REDACTED]

- 5) The Customer may require the Contractor to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Contractor 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 Contractor 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.

## Payment

All invoices should be sent, quoting a valid purchase order number (PO Number), to: [Accounts-Payable.aph@sscl.gse.gov.uk](mailto:Accounts-Payable.aph@sscl.gse.gov.uk) or Shared Services Connected Limited, PO Box 790, Phoenix House, Celtic Springs Business Park, Newport, Gwent, NP10 8FZ.

Within ten (10) Working Days of receipt of your acceptance of this letter via Bravo, we 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, 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 sent back to you, 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 [Accounts-Payable.aph@sscl.gse.gov.uk](mailto:Accounts-Payable.aph@sscl.gse.gov.uk) or by telephone 0845 603 7262 between 09:00-17:00 Monday to Friday.

## Liaison

For general liaison your contact will continue to be [REDACTED] or, in their absence, [REDACTED] or [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 supply of the Services.

Acceptance of the award of this contract will be made by electronic signature carried out in accordance with the 1999 EU Directive 99/93 (Community framework for electronic signatures) and the UK Electronic Communications Act 2000.

Acceptance of the offer comprised in this Agreement must be made within seven (7) days from the date of this Award Letter and the Agreement is formed on the date on which the Contractor communicates acceptance on the Customer's electronic contract management system ("Bravo"). No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours sincerely

[Redacted]

Category Manager

Animal, Plant, Food and Farming Category (including Contingency planning)

Defra Group Commercial

Department for Environment, Food and Rural Affairs

T: [Redacted]

E-mail: [Redacted]