



First Forensic Solutions Ltd,
REDACTED
REDACTED
REDACTED

Attn: REDACTED
REDACTED

Date: 08/02/2017

Procurement ref: CCSO16B26

Dear REDACTED,

Award of contract for the supply of WiFi Survey Device & Router Analytical Tool

Following your proposal for the supply of WiFi Survey Device & Router Analytical Tool to Home 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 Home Office as the Customer and First Forensic Solutions Ltd 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 Goods shall be delivered to Home Office Immigration Enforcement, REDACTED.
- 1.2. The charges and specification for the Goods shall be as set out in Annex 2. The total contract value shall be £11,900.00
- 1.3. The Term shall commence on 13/02/2017 (the “Start Date”) and the Expiry Date shall be 12/02/2018.
- 1.4. The address for notices of the Parties are:

Customer

**Home Office Immigration
Enforcement,**
REDACTED
Attention: REDACTED
Email: REDACTED

Supplier

First Forensic Solutions Ltd,
REDACTED
Attention: REDACTED
Email: REDACTED



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

	Name	Contact
First Forensic Solutions Ltd	REDACTED	REDACTED
Home Office	REDACTED	REDACTED

2. Payment

2.1 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables

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

2.3 Invoices MUST state a valid purchase order number as issued by the Contracting Authority.

2.4 Each invoice should list a full breakdown of services supplied.

2.5 Payment will be made 30 days following receipt of a correctly submitted invoice.

2.6 All electronic invoices should be sent directly to the accounts payables team at:

2.6.1 REDACTED

2.7 All paper based invoices should be submitted for the attention of Accounts Payable at the following address(s):

2.7.1 REDACTED

2.7.2 Tel: REDACTED

2.7.3 Email: REDACTED

3. Liaison

3.1 For general liaison your contact will continue to be REDACTED.

3.2 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 Goods. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED via email. 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 Home Office (“the Customer”)

Name: REDACTED

Job Title: REDACTED

Signature: REDACTED

Date: REDACTED

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

Signed for and on behalf of First Forensic Solutions Ltd (“the Supplier”)

Name: REDACTED

Job Title: REDACTED

Signature: REDACTED

Date: REDACTED