

Apolitical Group Ltd
(Redacted)
(Redacted)
(Redacted)

Attn: **(Redacted)**
(Redacted)

Date: 23/8/2017

Procurement ref: **CCCO17A21**

Dear Sir/Madam,

Award of contract for the supply of an Information Sharing Platform

Following your tender / proposal for the supply of **an Information Sharing Platform** to **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 **Cabinet Office** as the Customer and **Apolitical Group Ltd** 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 the Suppliers premises, Apolitical Group Ltd, **(Redacted)**.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £50,000.00, 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 Term shall commence on 28/8/17 (the "Start Date") and the Expiry Date shall be 28/8/18.

OFFICIAL

1.5. The address for notices of the Parties are:

Customer	Supplier
<p>Cabinet Office (Redacted) (Redacted) (Redacted) (Redacted)</p> <p>Attention: (Redacted) Email: (Redacted)</p>	<p>Apolitical Group Ltd, (Redacted), (Redacted), (Redacted)</p> <p>Attention: (Redacted) Email: (Redacted)</p>

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

Name	Title/Role
(Redacted)	(Redacted)

2. Payment

Payment can only be made following satisfactory delivery of pre-agreed certified product's and deliverables. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

All invoices must be sent, quoting a valid purchase order number (PO Number), to: **(Redacted)**. 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 telephone **(Redacted)** between 09:00-17:00 Monday to Friday.

3. Liaison

3.1 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 a signed copy of this letter to the Procurement Lead via the e-Sourcing portal **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 **Cabinet Office** (“the Customer”)

Name: **(Redacted)**

(Redacted)

Signature: **(Redacted)**

Date: 25 / 08 / 2017

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

Signed for and on behalf of **Apolitical Group Ltd** (“the Supplier”)

Name: **(Redacted)**

(Redacted)

Signature:

Date: 25 / 08 / 2017

(Redacted)