



**Landor Links Ltd**

[Redacted]

Attn: [Redacted]

Date: 12/10/2016

Procurement ref: CCCO16A03

Dear Sir/Madam,

**Award of contract for the supply of SAT Stakeholder Engagement Contract**

Following your tender / proposal for the supply of event management services to assist the Authority to deliver high quality sustainable transport measures with local authorities that demonstrate a good practice approach, whilst ensuring value for money to the taxpayer to Department of Transport. 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 Department for Transport as the Customer and Landor Links Limited 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 Supplier's premises, the event locations, the supplier will also be expected to visit the Authority's premises at [Redacted] on request.
- 1.2. The charges for the Services shall be as set out in Annex 2. The maximum contract value shall be £78,800.00, 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 subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on 14<sup>th</sup> October 2016 (the "Start Date") and the Expiry Date shall be 14<sup>th</sup> October 2019. **The Authority reserves the option to extend the contract by 1 period of 1 year.**



[Redacted]

[Redacted]

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1.5. The address for notices of the Parties are:

**Customer**

**Supplier**

[Redacted]

[Redacted]

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

Name	Title/Role
[Redacted]	Lead Customer
[Redacted]	Customer

1.7. 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

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

2.2. The successful supplier must be able to facilitate electronic invoicing.

2.3. A Purchase Order (PO) Number for this requirement will be provided to the successful supplier. In order to ensure prompt payment, the PO number, a statement of the work covered by the invoice together with invoice amount should be provided to the Authority’s project officer before the invoice is submitted.

2.4. Invoices must be sent to the Authority’s Shared Service Centre at the address below:  
DfT Shared Service Centre  
[Redacted]

## 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]

[Redacted]

[www.gov.uk/ccs](http://www.gov.uk/ccs)

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Anthony Lewis, Procurement Lead once received please print and sign a copy and forward to the Procurement Lead electronically via the e-Sourcing Suites' messaging service. They in turn will manage its ratification and return a copy for your records. 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,

[Redacted]

Signed for and on behalf of Department for Transport ("the Customer")

[Redacted]

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

[Redacted]