



REDACTED TEXT
REDACTED TEXT

Attn: REDACTED TEXT

Date: 30th March 2017

Procurement ref: CCOE17A01

Dear Sir,

Award of contract for the supply of Microfilm Scanners

Following your tender / proposal for the supply of Microfilm Scanners to REDACTED TEXT, 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 Her Majesty's Passport Office, General Register Office as the Customer and REDACTED TEXT 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 at Her Majesty's Passport Office, REDACTED TEXT
- 1.2. The charges for the Goods shall be as set out in Annex 2. The total contract value shall be £104,000.00.
- 1.3. The specification of the Goods 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 **as soon as possible**.
- 1.5. The Term shall commence on 31st March 2017 (the "Start Date") and the Expiry Date shall be 30th March 2018.

1.6. The address for notices of the Parties are:

Customer

REDACTED TEXT

Supplier

REDACTED TEXT

OFFICIAL



Attention: REDACTED TEXT
Email: REDACTED TEXT

Attention: REDACTED TEXT
Email: REDACTED TEXT

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

Name	Title/Role
REDACTED TEXT	REDACTED TEXT
REDACTED TEXT	REDACTED TEXT

2. Payment

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

3. Liaison

For general liaison your contact will continue to be REDACTED TEXT or, in their absence, REDACTED TEXT.

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 Moira Stratton 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 Her Majesty's Passport Office- General Register Office ("the Customer")

Name: REDACTED TEXT

Her Majesty's Passport Office

Signature: REDACTED TEXT

Date: 12/4/17

OFFICIAL



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

Signed for and on behalf of REDACTED TEXT (“the Supplier”)

Name: REDACTED TEXT
REDACTED TEXT

Signature: REDACTED TEXT

Date: 30/3/17