**Cubiks Limited  
Ranger House**

**Walnut Tree Close**

**Guildford**

**Surrey**

**GU1 4UL**

**United Kingdom**

Attn:  **REDACTED**

**REDACTED**

Date: 20/12/2018

Procurement ref: CCHR18A37

Dear **REDACTED**,

**Provision of on-line tests for 2019 Fast Stream campaign**

Following your tender / proposal for the supply of bespoke online assessments for the Fast Stream assessment process to the 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 Civil Service HR as the Customer and Cubiks 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. The Services shall be delivered at the Customer or Supplier locations depending on the work required. The addresses are provided at 1.5.
   2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £113,900 (Ex-VAT).
   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.
   4. The Term shall commence on Thursday 20th September 2018 (the “Start Date”) and the Expiry Date shall be Thursday 19th September 2019.
   5. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Customer** | **Supplier** |
| **REDACTED**  Attention: **REDACTED**  Email: **REDACTED** | **REDACTED**  Attention: **REDACTED**  Email: **REDACTED** |

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

|  |  |
| --- | --- |
| **Name** | **Title/Role** |
| **REDACTED** | **REDACTED** |
| **REDACTED** | **REDACTED** |

1. **Payment**
   1. The supplier shall add VAT to the Contract Price at the prevailing rate as applicable and the Customer shall pay the VAT to the supplier following its receipt of a valid VAT invoice.
   2. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
   3. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
2. **Liaison**

For general liaison your contact will continue to be **REDACTED** - **REDACTED**, email: **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 through the e-Sourcing portal **within 1** day 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 the Cabinet Office (“the Customer”) | |
| Name: **REDACTED** Job Title: **REDACTED** |  |
| Signature: **REDACTED** |  |
|  |  |

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

|  |  |
| --- | --- |
| Signed for and on behalf of Cubiks Limited (“the Supplier”) | |
| Name: **REDACTED** Job Title: **REDACTED** |  |
| Signature: **REDACTED** |  |