



**Helios Technology Ltd**  
**[Redacted]**

Attn: **[Redacted]**

Date: 26<sup>th</sup> January 2017

Procurement ref: CCCC16B02

Dear Sir/Madam,

**Award of contract for the supply of Cyber Incident Research**

Following your tender / proposal for the supply of Cyber Incident Research to Department for 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 Helios Technology 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.

The Annexes will follow after such time that an inception meeting has taken place. The Annexes may include agreed updates of timescales and deliverables resulting from the inception meeting.

**1. For the purposes of the Agreement, the Customer and the Supplier agree as follows:**

The Services shall be performed from **the suppliers’ premises located at [Redacted]**

1.1. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £54,960.12 including all extension options.

1.2. 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.

1.3. The Term shall commence on 26<sup>th</sup> January 2017 (the “Start Date”) and the Expiry Date shall be 31<sup>st</sup> March 2017.

1.4. The address for notices of the Parties are:

**Customer**

**Supplier**



Department  
[Redacted]

for

Transport

Helios Technology Ltd  
[Redacted]

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

Name	Title/Role
[Redacted]	Department For Transport - Customer
[Redacted]	Helios Technology Ltd – Account Manager

## 2. Payment

Prices should be submitted in pounds sterling and be inclusive of expenses and exclusive of VAT. The Authority require invoices to be submitted within one month of the end of the project. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. The Authority shall pay the supplier within Thirty (30) calendar days of receipt of a valid invoice, paid against a valid Purchase Order issued by the Authority; the method of payment will be by BACS. Any anticipated travel and expenses incurred from engagement with stakeholders or the Authority must be included in the bid price.

## 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 a copy of this letter to Crown Commercial Service Communications Call-offs team 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.

Yours faithfully,

Signed for (“the Customer”)

Name: [Redacted], Commercial Relationship Manager

Signature:

Date:



Crown  
Commercial  
Service

OFFICIAL

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Old Hall Street, Liverpool.  
L3 9PP

T 0345 010 3503  
E [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk)

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

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

Signed for and on behalf of ("the Supplier")

Name: **[Redacted]**

Signature:

Date:

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