



Department for
International Trade

ILX Group
7th Floor
95 Aldwych
London
WC2B 4JF

Date: 05/06/2019

Dear [REDACTED]

Award of Agreement: Specialist Online Project Delivery Digital Learning

This letter (Award Letter) and Agreement set out the terms of the Agreement between The Department for International Trade as the Customer and ILX Group as the Contractor 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 the Agreement. In the event of any conflict between this Award Letter and the Agreement, this Award Letter shall prevail. Please do not attach any Contractor's terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay conclusion of the Agreement.

For the purposes of the Agreement, the Customer and the Contractor agree as follows:

- 1) The charges for the Services shall be as set out in Appendix 2 of the Agreement
- 2) The Specification of the Services to be supplied as set out in Appendix 1 of the Agreement.
- 3) The Term shall have deemed to commence on 1st April 2019 and the Expiry Date shall be 31st of March 2020.
- 4) The address for notices of the Parties are:

Customer

Department for International Trade
3 Whitehall Place
London SW1A 2AW

Contractor

ILX Group
7th Floor, 95 Aldwych
London WC2B 4JF

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5) The following persons are Key Personnel for the purposes of the Agreement:

[REDACTED]

ILX Group

6) The Customer may require the Contractor to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Contractor 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 Contractor 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.

Payment

All invoices should be sent, quoting a valid purchase order number (PO Number), to UK SBS, Queensway House, West Precinct, Billingham TS23 2NF. Within ten (10) Working Days of receipt of your acceptance of this letter, we 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, 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 sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to [REDACTED] or by telephone [REDACTED] between 08:30-17:00 Monday to Friday.

Liaison

For general liaison your contact will continue to be [REDACTED] [REDACTED] - [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 Agreement by signing and returning the enclosed copy of this letter to Alistair Goldspink at the address shown below within seven (7) days from the date of this letter. No other form of acknowledgement will be accepted.

Please remember to quote the reference number above in any future communications relating to this Agreement.

Yours sincerely

[REDACTED]
Commercial Team
Commercial, Finance and Corporate Services
Department for International Trade
Windsor House
50 Victoria Street
London SW1H 0TL

[REDACTED]

We accept the terms set out in this letter and Agreement.

Signed for and on behalf of ILX Group

[REDACTED]

[REDACTED]

[REDACTED]

