



The Royal Institution of Chartered Surveyors
[REDACTED]

Attn: [REDACTED]
[REDACTED]

Date: 16th November 2017

Procurement ref: CCDE17A06

Dear [REDACTED],

Award of contract for the supply of RICS International Certificate for Leadership Training Course

Following your proposal for the supply of a Leadership training course for 6 individuals to the Cabinet Office, we are pleased to award this contract to you.

This letter (Award Letter) and its Annex set out the terms of the contract between The Cabinet Office as the Customer and RICS 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 part B to this Award Letter (the “**Conditions**”). In the event of any conflict between this Award Letter (and its Annex) and the Conditions, this Award Letter (and its Annex) shall prevail.

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 address RICS HQ, [REDACTED]
- 1.2. The charges for the Services shall be as set out in Annex 1 Part A. The total contract value shall be £25,000.00 excluding VAT, including all extension options.
- 1.3. The specification of the Services to be supplied is as set out in Annex 1 Part A.
- 1.4. The Date of Delivery shall be **20th November 2017**
- 1.5. The Term shall commence on Monday 20th November 2017 (the “Start Date”) and the Expiry Date shall be Friday 25th November 2017

1.6. The address for notices of the Parties are:

Customer

[REDACTED]

Supplier

[REDACTED]

Attention: Head of Learning and Development
Email: [REDACTED]

Attention: Senior National Account Manager
Email: [REDACTED]

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

Name	Title/Role
[REDACTED]	Head of Learning and Development
[REDACTED]	Senior National Account Manager

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: SSCL Accounts Payable Team, room 6, 124 Timlinson House Norcross, Blackpool, FY5 3TA. 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 our Customer's Accounts Payable section either by email to by telephone 08456028244 between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be [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] at the above email address **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

Yours faithfully,

OFFICIAL



Signed for and on behalf of The Cabinet Office (“the Customer”)

Name **[REDACTED]**

Head of Learning and Development

Signature: **[REDACTED]**

Date: **[REDACTED]**

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

Signed for and on behalf of The Royal Institution of Chartered Surveyors (“the Supplier”)

Name: **[REDACTED]**

Senior National Account Manager

Signature: **[REDACTED]**

Date: **[REDACTED]**



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E info@crownccommercial.gov.uk

www.gov.uk/ccs

Annex 1

[REDACTED]

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Award letter
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