



**databeuro limited**

**PO Box 419**

**Flitwick**

**Bedfordshire**

**MK45 1ZP**

Attn: **Redacted**

Date: 29 March 2017

Procurement ref: CCBC17A03

Dear Sir/Madam,

**Award of contract for the supply of OECD i-Library Subscription**

Following your invoice for the renewal of the supply of OECD i-Library Subscription to Her Majesty's Treasury, we are pleased to award this contract to you. This letter (Award Letter) and its Annexes set out the terms of the contract between Her Majesty's Treasury as the Customer and Organisation for Economic Co-operation and Development (OECD) 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.

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

- 1.1. The Services shall be made available at the online service "OECD iLibrary" (<http://www.oecd-ilibrary.org>) and the title (or titles) and content contained therein which has (or have) been subscribed to including the back catalogue of PDFs where available (hereinafter referred to as the "Work").
- 1.2. The charges for the Services are a one off subscription fee giving a total contract value of £15,948 including VAT.
- 1.3. The Date of Delivery shall be 01 April 2017.
- 1.4. The Term shall commence on 01 April 2017 (the "Start Date") and the Expiry Date shall be 31 March 2018.
- 1.5. The address for notices of the Parties are:

**Customer:**

Her Majesty's Treasury  
Unit 1  
1 Horseguards Road  
London  
SW1A 2HQ  
Attention: Redacted

**Agent for the Supplier:**

databeuro limited  
PO Box 419  
Flitwick  
Bedfordshire  
MK45 1ZP  
Attention: Redacted



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Email: Redacted

Email Redacted

## 2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

Accounts Payable, Finance Team - Finance & HR Operational Services, HM Treasury, Rosebery Court, St Andrew's Business Park, Norwich, NR7 0HS. 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 HM Treasury's Accounts Payable section either by email to [invoicequeries@hmtreasury.gsi.gov.uk](mailto:invoicequeries@hmtreasury.gsi.gov.uk) or by telephone on 020 7270 6000 (option 3, then option 4) 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 me at the address below **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 Treasury ("the Customer")

Name: Redacted,

Second Floor, Aviation House, Crown Commercial  
Service, 125 Kingsway, London WC2B 6NH

Signature:

Date: 29 March 2017



Crown  
Commercial  
Service

OFFICIAL

9<sup>th</sup> Floor, The Capital,  
Old Hall Street, Liverpool.  
L3 9PP

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

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

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