



TO BE COMPLETED ON CONTRACT AWARD

[Supplier name]
[Supplier address]

Attn: **[insert Supplier contact name]**
[Insert Supplier email address]

Date: **[Insert date]**

Procurement ref: **[Insert Reference Number]**

Dear Sir/Madam,

Award of contract for the supply of [insert Procurement Title]

Following your tender / proposal for the supply of **[insert short description of goods/services]** to **[insert Customer's name]**, 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 **[insert Customer's name]** as the Customer and **[insert Supplier's name]** as the Supplier for the provision of the **[Goods/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:

- 1.1. The **[Goods/Services]** shall be **[delivered/performed]** at **[insert description of premises (including whether they are the Customer's premises, the Supplier's premises and/or a third party's premises and in each case the address)]**.
- 1.2. The charges for the **[Goods/Services]** shall be as set out in Annex 2. The total contract value shall be £**[XX]**, including all extension options.
- 1.3. The specification of the **[Goods/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.
- 1.4. The Date of Delivery shall be **[insert the day and date]** **[Delete if not applicable]**
- 1.5. The Term shall commence on **[insert the start day and date of the contract]** (the "Start Date") and the Expiry Date shall be **[insert the day and date on which the contract will end unless**

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extended or subject to early termination. **[The Authority reserves the option to extend the contract by [X] periods of [X] [months/years]. [Delete if not applicable]**

1.6. The address for notices of the Parties are:

Customer

[insert name and address of Customer]
Attention: **[insert title]**
Email: **[insert email address]**

Supplier

[insert name and address of Supplier]
Attention: **[insert title]**
Email: **[insert email address]**

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

Name	Title/Role
[Insert names]	[Insert titles]

[Key personnel may include CCS and/or Customer staff involved in Contract Management. Delete if not applicable]

For the purposes of the Agreement the **[Staff Vetting Procedures/data security requirements/equality and diversity policy/ [and] environmental policy [is/are] within Annex 3. [Delete if not applicable]**

1.8. The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier 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 the Supplier 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. **[Delete if not applicable]**

2. Payment

[Insert expressed payment information from Appendix B, Statement of Requirement, if applicable]

[Text below is provided as a standard offering where no specific payment information is provided by the Customer. Delete whichever option is not applicable]

All invoices must be sent, quoting a valid purchase order number (PO Number), to: **[insert address]**. 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 / the Customer's]** Accounts Payable section either by email to **[insert email address]** or by telephone **[insert telephone number]** between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be **[insert contract manager name and contact details]** or, in their absence, **[insert secondary name and contact details]**.

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 / Goods]**. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **[insert name]** at the above address **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. **[You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received]. [Delete if not required]**

Yours faithfully,

Signed for **[and on behalf of] [insert name of Customer]** ("the Customer")

Name: **[insert name]**
[insert job title]

Signature:

Date:

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

Signed for and on behalf of **[insert name of Supplier]** ("the Supplier")

Name: **[insert name]**
[insert job title]

Signature:

Date: