



W. B. Gurney & Sons

83 Victoria Street
London
SW1H 0HW

Attn: **REDACTED**

Email: **REDACTED**

Date: Tuesday 20th September 2016

Procurement ref: CCZZ16A18

Dear Sir/Madam,

Award of contract for the supply of Audio Transcription Services

Following your tender / proposal for the supply of Audio Transcription Services to Boundary Commission for England (BCE), we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between Boundary Commission for England as the Customer and W. B. Gurney & Sons 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.

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

- 1.1. The Services shall be delivered at the Supplier’s premises or at a location to be confirmed at a later date.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be capped at £69,984.00 ex VAT.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3.
- 1.4. The Date of Delivery shall be no later than 16th December 2016.

1.5. The Term shall commence on 21st September 2016 (the “Start Date”) and the Expiry Date shall be 20th September 2017.

1.6. The address for notices of the Parties are:

Customer	Supplier
Boundary Commission for England 35 Great Smith Street, London, SW1P 3BQ	W. B. Gurney & Sons 83 Victoria Street London SW1H 0HW
Attention: REDACTED Email: REDACTED	Attention: REDACTED Email: REDACTED

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

Name	Title/Role
REDACTED	REDACTED

2. Payment

Invoices subsequently submitted to the BCE by the Supplier must reference the unique Purchase Order number. 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.

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. In particular, each invoice must specify the dates and locations of each public hearing it relates to. It must then be sent to the following:

Electronic invoicing –

This is the preferred method of invoicing for the Cabinet Office. Please send all electronic invoices to our shared service provider at SSCL.POINVOICEPAYMENTS@DWP.GSI.GOV.UK

Manual invoicing –
SSCL Accounts Payable Team
Room 6124 Tomlinson House



Norcross
Blackpool
FY5 3TA

3. Liaison

For general liaison your contact will continue to be **REDACTED** or **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 electronically to **REDACTED** 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,

REDACTED

Signed for on behalf of Boundary Commission for England (“the Customer”)

Name:

Signature:

Date:

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:

4. Annexes

Annex 1 - Terms & Conditions



Crown
Commercial
Service

OFFICIAL

2nd Floor, Aviation
House, 125
Kingsway, London
WC2B 6NH

T 0207 276 8886
E
ManagedProcurementService@cro
wncommercial.gov.uk

www.gov.uk/ccs



**Annex 1 - Terms and
Conditions for Contra**

Annex 3 – Statement of Requirements



**Annex 3 - Statement
of Requirements - Au**