



Crown
Commercial
Service

OFFICIAL

9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

Tel: 0345 010 3503
Email: info@crowncommercial.gov.uk
www.gov.uk/ccs

Cargyll Consultants

REDACTED TEXT under FOIA Section 40, Personal Information

Attn: **REDACTED TEXT under FOIA Section 40, Personal Information**

REDACTED TEXT under FOIA Section 40, Personal Information

Date: **27th April 2023**

Contract Reference: **CCDE24A04**

Dear **REDACTED TEXT under FOIA Section 40, Personal Information**,

Award of contract for the Provision of Women in Leadership Programme for the Buildings Pillar of CCS

Following your proposal for the provision of **Women in Leadership Programme for the Buildings Pillar of CCS**, (The Contracting Authority) we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between **Crown Commercial Service** as the Contracting Authority and **Cargyll Consultants** 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 Attachment 5 -Terms and Conditions 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 Attachment 5-Terms and Conditions 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 Contracting Authority and the Supplier agree as follows:

1.1. The Services shall be performed remotely, with specific events held in Birmingham.

1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £68,502.00 excluding VAT.

1.3. The specification of the Services to be supplied are contained within Annex 3 – Statement of Requirements.

1.4. The Term shall commence on **2nd May 2023** (the "Start Date") and the Expiry Date shall be **1st May 2024** with no option to extend.

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Award letter
27th April 2023
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1.5. The address for notices of the Parties are:

Contracting Authority	Supplier
Crown Commercial Service REDACTED TEXT under FOIA Section 40, Personal Information Attention: REDACTED TEXT under FOIA Section 40, Personal Information Email: REDACTED TEXT under FOIA Section 40, Personal Information	Cargyll Consultants REDACTED TEXT under FOIA Section 40, Personal Information Attention: REDACTED TEXT under FOIA Section 40, Personal Information Email: REDACTED TEXT under FOIA Section 40, Personal Information

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

1.6.1. For the Supplier:

Name	Title/Role for the Supplier
REDACTED TEXT under FOIA Section 40, Personal Information	REDACTED TEXT under FOIA Section 40, Personal Information

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED TEXT under FOIA Section 40, Personal Information	REDACTED TEXT under FOIA Section 40, Personal Information

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: **REDACTED TEXT under FOIA Section 40, Personal Information**. Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority 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 Contracting Authority 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 Crown



Commercial Services Accounts Payable Team either by email to **REDACTED TEXT under FOIA Section 40, Personal Information** telephone **0345 410 2222**

3. Liaison

For general liaison your contact will continue to be **REDACTED TEXT under FOIA Section 40, Personal Information** (**REDACTED TEXT under FOIA Section 40, Personal Information**).

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter via email to the procurement Lead: Kate Blanton by Friday 28th April by 1pm. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference number above in any future communications relating to this Contract.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of Crown Commercial Service ("the Customer")
Name: REDACTED TEXT under FOIA Section 40, Personal Information
Job Title: REDACTED TEXT under FOIA Section 40, Personal Information
Signature: REDACTED TEXT under FOIA Section 40, Personal Information
Date: 02/05/23

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

Signed for and on behalf of Cargyll Consultants ("the Supplier")
Name: REDACTED TEXT under FOIA Section 40, Personal Information
Job Title: REDACTED TEXT under FOIA Section 40, Personal Information
Signature: REDACTED TEXT under FOIA Section 40, Personal Information
Date: 02/05/2023