



Department
for Environment
Food & Rural Affairs

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
www.gov.uk/defra

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Your ref:
Our ref: ecm_60807
Date: 05/03/2021

Dear [REDACTED],

Award of contract for the Acquisition of Weed Boats and Amphibious Weed Harvesters Lots 1 and 3.

Following your tender for the Acquisition of Weed Boats and Amphibious Weed Harvesters to Defra Group Fleet Services (DGFS), we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between DGFS as the Authority and [REDACTED] as the Supplier for the provision of the goods. 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 the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Authority and may delay the conclusion of the Agreement.

For the purposes of the Agreement, the Authority and the Supplier agree as follows:

1. The goods shall be provided at the Supplier's premises:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

2. The charges for the Goods shall be as set out in Annex 2, the Supplier's tender dated [REDACTED].

3. The specification of the Goods to be supplied is as set out in Annex 3, the Supplier's tender dated [REDACTED]
4. The Term shall commence on 15/03/2021 and the Expiry Date shall be 14/03/2023
5. The Goods shall be Delivered in accordance with the following instructions:

Delivery Address

Date of Delivery

Additional Delivery Instructions:

[REDACTED]

6. The address for notices of the Parties are:

Authority	Supplier
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Attention: Fleet Operations Manager	Attention: Account Manager
Email: [REDACTED]	Email: [REDACTED]
[REDACTED]	[REDACTED]

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

Name	Title
[REDACTED]	Fleet Operations Manager
[REDACTED]	Account Manager

- [illegible]

conviction that is relevant to the nature of the goods, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (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 goods.

Payment

Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), to [REDACTED]. Alternatively you may post to [REDACTED]. Within 10 working days of receipt of your countersigned copy of this letter, we 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, PO Number item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our [REDACTED] either by email to [REDACTED], or by telephone [REDACTED] between 09:00-17:00 Monday to Friday.

Liaison

For general liaison your contact will continue to be [REDACTED]

[REDACTED] or [REDACTED]
[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 goods. The Authority would be grateful if you could arrange the contract to be executed, by way of electronic signature, on behalf of [REDACTED] and within 7 days by 11/03/2021.

Yours faithfully,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Execution of this award notification letter is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The Contract will be formed on the date on which both Parties communicate acceptance of its terms on the Authority's eSourcing System.

Signed for and on behalf of Defra Group Commercial

Name: [REDACTED] Head of Corporate Services, Defra Group Commercial	Name: (Procurement)
Signature:	Signature:
Date:	Date:

We accept the terms set out in this Award letter and the annexed Conditions.

Signed for and on behalf of [REDACTED]

Name: [insert name] [insert job title]	
Signature:	Date:

Annex 1

Terms and Conditions



Asset Description LOT 1	Price* (£)	Weighting	Evaluated Price
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		

Asset Description LOT 1	Price* (£)		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		

LOT 1 Delivery charges- For evaluation purposes only please provide the cost per asset to deliver as per the specification to the following locations-	Price (£)		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		

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Total Lot 1	
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Asset Description LOT 3	Price* (£)		

Asset Description LOT 3	Price* (£)		

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Lot		Total Lot	
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Annex 3

Authority and Supplier Specifications of services


