



**AV Niche (Recording Systems) Limited**

[REDACTED TEXT]

Attn: [REDACTED TEXT]

Date: 21<sup>st</sup> November 2016

Procurement ref: CCIH16B60

Dear Sir,

**Award of contract for the Provision of Digital Recording Equipment**

Following your tender / proposal for the supply of digital recording equipment to Immigration Enforcement (IE) a division of the Home Office (HO) we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between Immigration Enforcement as the Customer and AV Niche (Recording Systems) Limited 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 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 shall be delivered to [REDACTED TEXT].
- 1.2. The charges for the Goods shall be as set out in Annex 2. The total contract value shall be £12,192.00.
- 1.3. The specification of the Goods to be supplied is as set out in Annex 3. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Date of Delivery shall be by end of November, beginning of December 2016.
- 1.5. The Term shall commence upon award date of this letter (the “Start Date”) and the Expiry Date shall be upon successful delivery of the goods.
- 1.6. The address for notices of the Parties are:

**Customer**

**[REDACTED TEXT]**  
Attention: [REDACTED TEXT]  
Email: [REDACTED TEXT]

**Supplier**

**[REDACTED TEXT]**  
Attention: [REDACTED TEXT]  
Email: [REDACTED TEXT]



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

Name	Title/Role
[REDACTED TEXT]	Lead Customer Contact
[REDACTED TEXT]	Lead Supplier Contact

## 2. 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.

Payment will be made upon successful delivery/receipt of the eight (8) items of Digital Recording Equipment and will be invoiced.

Each invoice MUST state a valid purchase order number as issued by the Contracting Authority. Each invoice should list a full breakdown of services supplied. Payment will be made 30 days following receipt of a correctly submitted invoice.

All electronic invoices should be sent directly to the accounts payable team at: [REDACTED TEXT]

All paper invoices should be submitted for the attention of Accounts Payable at the following address(s):

[REDACTED TEXT]

## 3. Liaison

For general liaison your contact will be [REDACTED TEXT].

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. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to Gemma Baldwin via the e-sourcing portal **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 Immigration Enforcement (“the Customer”)

Name: [REDACTED TEXT]

Job Title: [REDACTED TEXT]

Signature: [REDACTED TEXT]

Date: 18<sup>th</sup> November 2016



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

Signed for and on behalf of AV Niche (Recording Systems) Limited (“the Supplier”)

Name: [REDACTED TEXT]

Job Title: [REDACTED TEXT]

Signature: [REDACTED TEXT]

Date: 23<sup>rd</sup> November 2016