



The Mill Facility Limited

REDACTED

Attn: **REDACTED**

Date: **06/08/2019**

Contract Reference: **CCZT19A01**

Dear Sir/Madam,

Award of contract for the Provision of Storage and Distribution of TV Fillers

Following your bid / proposal for the provision of TV Filler storage and distribution services to the Cabinet Office, (The Contracting Authority) 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 the Cabinet Office as the Contracting Authority and the Mill Facility Limited 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 Contracting Authority and the Supplier agree as follows:

- 1.1. The Services shall be performed at the Supplier's premises with the exception of any training, which shall be provided at the Authorities premises.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be a maximum of £5000 per year, including all extension options. This is a call off contract and as such, volumes are not guaranteed.
- 1.3. The specification of the 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 Term shall commence on 1st September 2019 (the "Start Date") and the Expiry Date shall be 31st August 2021. The Customer reserves the option to extend the contract by 1 period of 1 year.
- 1.5. The address for notices of the Parties are:

Contracting Authority

Supplier

OFFICIAL



Cabinet Office
REDACTED

The Mill Facility and Limited
REDACTED

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	REDACTED

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	REDACTED

2. Payment

REDACTED

Invoices should be submitted to: REDACTED

3. Liaison

For general liaison your contact will continue to be REDACTED.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to via the e-sourcing system within 5 working days from the date of this letter. 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 **Cabinet Office** ("the Customer")

Name: REDACTED

Job Title: REDACTED

Signature: REDACTED

Date:



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

Signed for and on behalf of **The Mill Facility Limited**
("the Supplier")

Name: REDACTED

Job Title: REDACTED

Signature: REDACTED

Date: