



Department  
for Environment  
Food & Rural Affairs

T: 03459 335577  
helpline@defra.gov.uk  
[www.gov.uk/defra](http://www.gov.uk/defra)

Resources for Change Ltd,

**Our ref:** 33308  
**Date:** 31/08/21

Dear

## **Award of contract for the supply of services with regard to the possible extension of the Surrey Hills Area of Outstanding Natural Beauty**

Following your tender/ proposal for the supply of services with regard to the possible extension of the Surrey Hills Area of Outstanding Natural Beauty (AONB) to Natural England, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between Natural England as the Authority and Resources for Change Ltd as the Supplier for the provision of these 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 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 Services shall be performed in relation to areas proposed as extensions to the existing Surrey Hills AONB.
2. The charges for the Services shall be as set out in Annex 4 / the Supplier's tender dated 13<sup>th</sup> August 2021.
3. The specification of the Services to be supplied is as set out in Annex 3 / the Supplier's tender dated 13<sup>th</sup> August 2021.

4. The Term shall commence on 13<sup>th</sup> September 2021 and the Expiry Date shall be 31<sup>st</sup> March 2022, with an optional 1 year extension until 31<sup>st</sup> March 2023, subject to internal approvals.

5. The address for notices of the Parties are:

Authority	Supplier
Natural England, [REDACTED]	Resources for Change Ltd [REDACTED]
Attention: [REDACTED]	Attention: [REDACTED]
Email: [REDACTED]	Email: [REDACTED]

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

Name	Title
[REDACTED]	Contract Manager
[REDACTED]	Senior Countryside Officer

7. The Authority requires evidence of an active Chartered Membership of the LI must be evidenced before entering into a contract.

### Payment

Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), to Accounts-Payable: [REDACTED]

Alternatively you may post to Shared Services Connected Ltd, [REDACTED] B. 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 Accounts Payable section either by email to [REDACTED] between 09:00-17:00 Monday to Friday.

**Liaison**

For general liaison your contact will continue to be [REDACTED], Contract Manager or, in their absence, [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. The Authority would be grateful if you could arrange the contract to be executed, by way of electronic signature, on behalf of Resources for Change Ltd

Yours faithfully,

[REDACTED]  
Defra Group Commercial

***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 **Resources for Change Ltd**

Name: Title:	[REDACTED] Director
Signature: [REDACTED]	Date: 6th September 2021

Signed for and on behalf of **Defra Group Commercial on behalf of Natural England**

Name: [REDACTED] Consultancy category Lead	Name: (Procurement)
Signature: [REDACTED]	Signature:

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