



Crown
Commercial
Service

OFFICIAL

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

T 0345 010 3503
E info@crownccommercial.gov.uk

www.gov.uk/ccs

Triumph Furniture Ltd

The Willows

Merthyr Tydfil

CF48 1YH

Attn: REDACTED

Date: 03 April 2017

Procurement ref: CCOF17A05

Dear Sir/Madam,

Award of contract for the supply of the Provision of Furniture

Following your tender / proposal for the supply of the Provision of Furniture to Disclosure and Barring Service – Home Office 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 Disclosure and Barring Service – Home Office as the Customer and Triumph Furniture Ltd 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 at the Customer's premises at Shannon Court, 10 Princes Parade, Liverpool, L3 1QY and Stephenson House, Morton Palms Business Park, Alderman Best Way, Darlington, DL1 4WD
- 1.2. The charges for the Goods shall be as set out in Annex 2. The total contract value shall be £100,000.00.
- 1.3. The specification of the Goods to be supplied is as set out in Annex 3 and within the Supplier's response at Annex 4. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on 10 April 2017 (the "Start Date") and the Expiry Date shall be 9 April 2018.

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Award letter
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V2.0 03 April 2017



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1.5. The address for notices of the Parties are:

Customer

Disclosure and Barring Service
Shannon Court
10 Princes Parade, Liverpool
L3 1QY
Attention: REDACTED
Email: REDACTED

Supplier

Triumph Furniture Ltd
The Willows
Merthyr Tydfil
CF48 1YH
Attention: REDACTED
Email: REDACTED

For the purposes of the Agreement the Staff Vetting Procedures/data security requirements/equality and diversity policy/ and environmental policy are within Annex 3.

1.6. The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (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 Services.

2. Payment

- 2.1. Payment can only be made following satisfactory delivery/installation of agreed products.
- 2.2. Payment will be via a Purchase Order in line with Government Procurement rules.
- 2.3. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

2.4. All invoices must be sent, quoting a valid purchase order number (PO Number), to:

Accounts Payable
Home Office Shared Service Centre
HO Box 5015
Newport, Gwent NP23 5RR
Email: post-room REDACTED

Within 14 working days of receipt of your countersigned copy of this letter, the Customer 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 Customer 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 the Customer's Accounts Payable section either by email: post-room REDACTED or by telephone REDACTED between 09:00 -17:00 Monday to Friday

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3. Liaison

For general liaison your contact will be **REDACTED** or, in his 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 Goods. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **REDACTED** at the above address 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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Yours faithfully,

REDACTED

REDACTED

Crown Commercial Service

for and on behalf of the Home Office for Disclosure and Barring Service

Signed for and on behalf of the Home Office Disclosure and Barring Service ("the Customer")

Name

Signature: **REDACTED**

Date: 11.4.17

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

Signed for and on behalf of Triumph Furniture Ltd ("the Supplier")

Name. **REDACTED**

Signature: **REDACTED**

Date. 10/4/17.

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