



SAP (UK) Limited,
Clockhouse Place,
Bedfont Road, Feltham,
Middlesex TW14 8HD
Attn: REDACTED

Date: 13 November 2019

Procurement ref: CPD04/120/116

Award of contract for New GL Migration Service

Following your proposal for the supply of New GL Migration Service to the Ministry of Housing, Communities and Local Government (MHCLG), we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between MHCLG as the Customer and SAP (UK) Limited as the Supplier for the provision of the New GL Migration Service. The terms and conditions are the standard SAP general terms attached (Annex B).

1. For the purposes of the Agreement, the Customer and the Supplier agree as follows:

- 1.1. The charges for the Services shall be as set out in the attached SAP offer dated 11/10/19 (Annex A). The total contract value shall be £16,650.00 excluding VAT.
- 1.2. The details of the Services to be supplied including agreed timings are as set out in the SAP offer document dated 11/10/19 (Annex A).
- 1.3. The Term shall commence immediately and expire on 12 November 2020. The Authority reserves the right to review the contract and update/amend in light of any Machinery of Government (MoG) changes.

1.4. The address for notices of the Parties are:

Customer

REDACTED
MHCLG
High Trees
Hillfield Road, Hemel Hempstead,
HERTS HP2 4XN.
Email: REDACTED

Supplier

REDACTED
SAP (UK) Limited,
Clockhouse Place,
Bedfont Road, Feltham,
Middlesex TW14 8HD
Email: REDACTED



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

Name	Title/Role
REDACTED	MHCLG Contract Manager
REDACTED	SAP Contract Manager

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

All invoices must be sent electronically, quoting a valid purchase order number (PO Number), to: REDACTED. Within 3 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, service description 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.

3. Liaison

For general liaison your contact will continue to be REDACTED (REDACTED).

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED (REDACTED) at the above address within 2 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 MHCLG (“the Customer”)

Name: REDACTED
Senior Procurement Advisor



Ministry of Housing,
Communities &
Local Government

MHCLG, F13,
Ashdown House,
Sedlescombe Road North,
St Leonards on Sea,
East Sussex TN37 7GA

T **REDACTED**
Email: **REDACTED**

Signature:

Date:

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

Signed for and on behalf of SAP(UK) Limited (“the Supplier”)

Name: **REDACTED**

Signature:

Date: