



Department
for Environment
Food & Rural Affairs

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UKAS
2 Pine Trees
Chertsey Lane
Staines-upon-Thames
TW18 3HR

Your ref: 228218-03-01
Our ref: Proj_35695
Date: 04/03/2022

Dear [REDACTED]

Award of contract for the supply of UKAS Accreditation as per invoice attached.

Following your tender/ proposal for the supply of UKAS Accreditation to Defra we are pleased to award this contract to you.

This letter (Award Letter) and its Annex set out the terms of the contract between Defra as the Authority and UKAS 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 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:

The charges and Services shall be as set out in Annex1 – UKAS Quotation

Payment

Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), to Accounts-Payable.def@govl.sscl.com. 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.

Liaison

For general liaison your contact will continue to be [REDACTED] [REDACTED]
[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 UKAS and within 7 days by the 11/03/2022

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.

Annex 1 – UKAS Quotation

