Employment Conditions Abroad

New Brook Buildings,

16 Great Queen Street,

London,

WC2B 5DG

Attn: REDACTED TEXT

REDACTED TEXT

Date: Friday 4th June 2021

Contract Reference: CCHR19A65

Dear REDACTED TEXT,

Award of contract for the Provision for Cost of Living Allowance (COLA) and Hardship Allowance Data Processing

Following your proposal for the provision of Cost of Living Allowance and Hardship Allowance Data Processing to 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 Employment Conditions Abroad (ECA) 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. The Services shall be delivered at the Suppliers premises.

* 1. The charges for the Services shall be as set out in Annex 2. The total contract value shall be up to a maximum of £49,920.00 ex VAT including all extension options.

* 1. The specification of the Services 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. The Term shall commence on Thursday 10th June 2021 (the “Start Date”) and the Expiry Date shall be Friday 10th June 2022. The Customer reserves the option to extend the contract up to twelve (12) months until Saturday 10th June 2023.

* 1. The address for notices of the Parties are:

|  |  |
| --- | --- |
| Contracting Authority | Supplier |
| The Cabinet Office  70 Whitehall  London  Greater London  SW1A 2AS  Attention: REDACTED TEXT  Email: REDACTED TEXT | Employment Conditions Abroad  New Brook Buildings,  16 Great Queen Street,  London,  WC2B 5DG  Attention: REDACTED TEXT  Email: REDACTED TEXT |

* 1. 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 TEXT | REDACTED TEXT |
| 1.6.2. For the Contracting Authority: |  |
| Name | Title/Role for the Contracting Authority |
| REDACTED TEXT | REDACTED TEXT |

For the purposes of the Agreement the Staff Vetting Procedures/data security requirements within Annex 3.

1. Payment

* 1. Payment only can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
  2. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
  3. Invoices should be submitted by email to: REDACTED TEXT. Invoices submitted via email must be in pdf format and include the PO number clearly within the invoice.

1. Liaison

* 1. For general liaison your contact will continue to be REDACTED TEXT or, in their absence REDACTED TEXT.
  2. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to the REDACTED TEXT via eSourcing platform within two (2) 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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of The Cabinet Office (“the Customer”)

Name: REDACTED TEXT

Job Title: REDACTED TEXT

Signature: REDACTED TEXT

Date: 4 June 2021

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

Signed for and on behalf of Employment

Conditions Abroad (ECA) (“the Supplier”)

Name: REDACTED TEXT   
Job Title: REDACTED TEXT

Signature: REDACTED TEXT

Date: 4 June 2021