




Health Education England

Order Form

1. Contract Reference	To be provided at a later date.	
2. Date	21/02/23	
3. Buyer	Health Education England Blenheim House Duncombe Street Leeds LS1 4PL	
4. Supplier	One Wirral CIC 2 Oxton Road Birkenhead Wirral CH41 2QJ <i>Company number: 12352763</i>	
5. The Contract	<p>The Supplier shall supply the deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions") and any Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p> <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.</p>	
6. Deliverables	Services	<p>To produce a programme of support, high quality education and training, and empowerment around Long Term Conditions to the NHS and Public Health workforce in line with the submitted application:</p> <div data-bbox="751 1666 797 1720" data-label="Image">  </div> <p>One Wirral CIC - Bidder Response.pdf</p> <p>Delivered in accordance with the following instructions:</p> <p>Delivery Address: Health Education England 4 Stewart House</p>

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	<p>32 Russell Square London WC1B 5DN Via email to: LTCP@hee.nhs.uk</p> <p>Date of Delivery: May 2023</p>
7. Specification	<p>The specification of the Deliverables is as set out</p> <p> Innovation Fund Specification LTC.pdf</p>
8. Term	<p>The Term shall commence on 21st February 2023</p> <p>and the Expiry Date shall be May 2023 unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract.</p>
9. Charges	<p>The Charges for the Deliverables shall be as set out in the Supplier's tender submitted by the 1st February 2023.</p>
10. Payment	<p>All invoices must be sent, quoting a valid purchase order number (PO Number), to:</p> <p>Email with a PDF copy attached to: sbs.apinvoicing@nhs.net</p> <p>Or post to:</p> <p> Health Education England PAYABLES F485 HEALTH EDUCATION ENGLAND PO Box 312 Leeds LS11 1HP</p> <p>Within ten 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.</p> <p>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 Buyer contact (i.e., Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment, please contact our Accounts Payable section either by email to</p> <p>APfinance@hee.nhs.uk or by telephone 0161 268 9989</p>

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	between 09:00-17:00 Monday to Friday.	
11. Buyer Authorised Representative(s)	<p>For general liaison your contact will continue to be [REDACTED] Senior Project Manager</p> <p>or, in their absence,</p> <p>[REDACTED] HEE Graduate</p>	
12. Address notices for	<p>Buyer:</p> <p>[REDACTED] Health Education England Blenheim House Duncombe Street Leeds LS1 4PL</p> <p>Senior Project Manager [REDACTED]</p>	<p>Supplier:</p> <p>[REDACTED] One Wirral CIC 2 Oxtan Road Birkenhead Wirral CH41 2QJ</p> <p>Attention: Director</p> <p>Email: [REDACTED]</p>
13. Key Personnel	<p>Buyer:</p> <p>[REDACTED] Health Education England Blenheim House Duncombe Street Leeds LS1 4PL</p> <p>Senior Project Manager [REDACTED]</p>	<p>Supplier:</p> <p>[REDACTED] One Wirral CIC 2 Oxtan Road Birkenhead Wirral CH41 2QJ</p> <p>Attention: Director</p> <p>Email: [REDACTED]</p>
14. Procedures and Policies	For the purposes of the Contract this section is not required.	



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Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer
Name: [Redacted] Director	Name: [Redacted] Programme Lead, Long Term Conditions
Date: 21/02/23	Date: 21/02/2023
Signature: [Redacted]	Signature: [Redacted]