

Bell Decorating Group Ltd
Unit 8 Ravensquay Business Centre
Cray Avenue, Orpington
Kent
BR5 4BQ

Attn: REDACTED
REDACTED

Date: 15/03/2017

Procurement ref: CCZI16C53

Dear Sir/Madam,

Award of contract for the supply of Tower Painting.

Following your tender / proposal for the supply of Tower Painting to Home Office, Centre for Applied Science and Technology 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 Home Office, Centre for Applied Science and Technology as the Customer and Bell Decorating Group 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 Customer and the Supplier agree as follows:**
 - 1.1. The Services shall be performed at the Centre for Applied Science and Technology's premises.
 - 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £27,156.00, including all extension options.
 - 1.3. 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.
 - 1.4. The Term shall commence on 15th March (the "Start Date") and the Expiry Date shall be 5th May 2019.



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

1.5. The address for notices of the Parties are:

Customer

Centre for Applied Science and Technology
Woodcock Hill Sandridge
St Albans
Hertfordshire
AL4 9HQ
Attention: **REDACTED**
Email: **REDACTED**

Supplier

Bell Decorating Group
Unit 8 Ravensquay Business Centre
Cray Avenue
Orpington, Kent
BR54BQ
Attention: **REDACTED**
Email: **REDACTED**

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

Name	Title/Role
REDACTED	Contract Manager
REDACTED	Bid Manager

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Centre for Applied Science and Technology, Woodcock Hill Sandridge, St Albans, Hertfordshire, AL49HQ. Within 10 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 to **REDACTED** or by telephone **REDACTED** between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be **REDACTED**. Use telephone number **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. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to Elliot Williams at the above address within 5 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,

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Signed for **REDACTED** Home Office, Centre for Applied Science and Technology ("the Customer")

Name: **REDACTED**

Signature: **REDACTED**

Date: **REDACTED**

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

Signed for and on behalf of Bell Decorating Group ("the Supplier")

Name: **REDACTED**

Signature: **REDACTED**
REDACTED

Date: **REDACTED**

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