Mekon Ltd

REDACTION

Attn: REDACTION

REDACTION

Date: 21/05/2021

Contract Reference: CCZN21A38

Dear Sir/Madam,

**Award of contract for the Provision of *Mekon Support and Maintenance***

Following your bid / proposal for the provision of Mekon Support and Maintenance to the 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 Mekon Ltd 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 location of the Services (email and telephone support) will be carried out at REDACTION Operational Support may require work at REDACTION
	2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £ £56,395.00, including all extension options.
	3. The specification of the Services to be supplied is as set out in Annex 3. Where there is conflict Annex 3 shall take precedence.
	4. The Term shall commence on 01st May 2021 (the “Start Date”) and the Expiry Date shall be 30th

 April 2022

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

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| Cabinet OfficeREDACTION Attention: REDACTIONEmail: REDACTION | MekonLtdREDACTION Attention:REDACTION Email:REDACTION |

* 1. The following persons are Key Personnel for the purposes of the Agreement:
		1. For the Supplier:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Supplier** |
| REDACTION | REDACTION |
|  |  |
|  |  |

1.7.2 For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| REDACTION | REDACTION |
|  |  |
|  |  |

1. **Payment**

All invoices must be sent, quoting a valid purchase order number (PO Number), to: REDACTION Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

## Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

## Invoices should be submitted to:

REDACTION

Also emailed to REDACTION and REDACTION

2.3 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 Contracting Authority contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment.

1. **Liaison**

For general liaison your contact will continue to beREDACTION

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTION at the above address within [7]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.

Thank you for your cooperation.

Yours faithfully,

|  |
| --- |
| Signed for and on behalf of ***Cabinet Office*** (“the Customer”) |
| Name: REDACTIONJob Title: REDACTION |  |
| Signature: REDACTION |  |
| Date: 21/05/2021 |  |

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

|  |
| --- |
| Signed for and on behalf of Mekon Ltd (“the Supplier”) |
| Name**:** REDACTIONJob Title: REDACTION |
| Signature: REDACTION |
| Date: |