



Department
for Environment
Food & Rural Affairs

Manley House
Kestrel Way, Exeter
EX2 7LQ

T: 03459 335577
helpline@defra.gov.uk
www.gov.uk/defra

Your ref: CQT0479/015_b

Our ref: 30136

Date: 15/10/2020

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Dear [REDACTED]

Award of contract for the purchase of remote control boats

The Environment Agency, is pleased to award this contract to you for the purchase of two remote control boats.

This Award Letter and its Annexes set out the terms of the contract between Environment Agency as the Authority and HR Wallingford as the Supplier for the provision of the Goods. 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:

1. The charges for the Goods shall be as set out in the Supplier's quote .
2. The Term shall commence on 15th October 2020 and the Expiry Date shall be 26th February 2021 unless extended or subject to early termination.
3. The address for notices of the Parties are:

Authority	Supplier
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Payment

Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), to [Accounts-Payable ea procure to pay@gov.sscl.com](mailto:Accounts-Payable_ea_procure_to_pay@gov.sscl.com)
Alternatively you may post to:

Shared Services Connected Limited
EA Procure to Pay
PO Box 797
Newport
NP10 8FZ

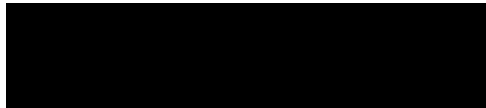
Within 10 working days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

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 Authority contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to ea_procure_to_pay@gov.sscl.com or by telephone 0345 300 1861 between 09:00-17:00 Monday to Friday.




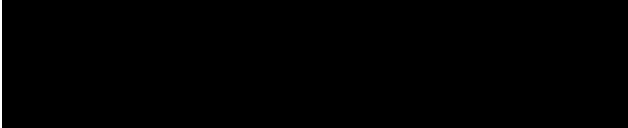
Liaison

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 Goods. The [Authority] would be grateful if you could arrange the contract to be executed, by way of electronic signature, on behalf of HR Wallingford within 7 days.

Yours faithfully,



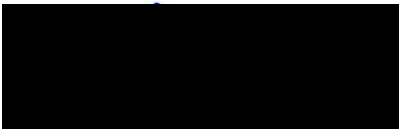


Execution of this award notification letter is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The Contract will be formed on the date on which both Parties communicate acceptance of its terms on the Authority’s eSourcing System.

Name:   
Signature: 
Date: 25/10/2020

We accept the terms set out in this Award letter and the annexed Conditions.

Signed for and on behalf of HR Wallingford

Name:  	
Signature 	Date: 23 October 2020