



**Kaplan Financial Ltd**

**REDACTED**

**SE1 1HR**

**REDACTED**

Attn: **REDACTED**

Date: 24/11/17

Procurement ref: CCZP17A28

REDACTED

**Award of contract for the supply of Introduction to Financial Services Training for HM Treasury**

Following your tender / proposal for the supply of Introduction to Financial Services Training to for HM Treasury, 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 for HM Treasury as the Customer and Kaplan Financial 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 Customer and the Supplier agree as follows:**

- 1.1. The Services shall be performed at a mutually agreed location between the Customer and Supplier which will be decided at the inception meeting.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £29,625.00 excl. VAT, 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 subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on 27/11/17 (the “Start Date”) and the Expiry Date shall be 26/11/18. The Authority reserves the option to extend the contract by 2 periods in yearly increments (1+1+1).

1.5. The address for notices of the Parties are:

OFFICIAL

Award letter

© Crown copyright 2016

V1.0 24/11/17



**Customer**

HM Treasury  
REDACTED  
  
London, SW1A 2HQ  
REDACTED

**Supplier**

Kaplan Financial Ltd  
REDACTED  
  
SE1 1HR  
REDACTED

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

<b>Name</b>	<b>Title/Role</b>
REDACTED	<b>HMT Senior Policy Adviser, Trade policy and EFTA countries</b>
REDACTED	<b>Kaplan Account Director</b>
REDACTED	<b>Kaplan Account Manager</b>

**2. Payment**

Payment will be structured around the delivery of each cycle. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated cost

All invoices must be sent, quoting a valid purchase order number (PO Number), to: HM Treasury Finance Department, REDACTED SW1A 2HQ. 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.

**3. Liaison**

For general liaison your contact will continue to be 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 Amanda Jones via the e-sourcing suite within 1 day 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,

Signed for and on behalf of HM Treasury ("the Customer")



REDACTED

Date:

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

Signed for and on behalf of Kaplan Financial Ltd (“the Supplier”)

REDACTED

Date: