

Glenigan Ltd
Floor 5,
Ocean 80,
80 Holdenhurst Road,
Bournemouth,
BH3 7LX.

Attn: **REDACTED**
REDACTED

Date: 11/04/2018
Procurement ref: CCZZ18A02

Dear Sir/Madam,

Award of contract for the supply of Planning Applications and Development Pipeline

Following your tender / proposal for the supply of Planning Applications and Development Pipeline to Ministry of Housing, Communities and Local Government, 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 Ministry of Housing, Communities and Local Government as the Customer and Glenigan 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 the Supplier’s premises (Glenigan Ltd Floor 5, Ocean 80, 80 Holdenhurst Road, Bournemouth, BH3 7LX) and the Customer’s Premises (2 Marsham Street, London, SW1P 4DF).
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £97,600.00, 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.

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1.4. The Term shall commence on 18th April 2018 (the “Start Date”) and the Expiry Date shall be 17th April 2018. The Authority reserves the option to extend the contract by one (1) period of one (1) year.

1.5. The address for notices of the Parties are:

Customer	Supplier
Ministry of Housing, Communities and Local Government 2 Marsham Street, London, SW1P 4DF Attention: REDACTED Email: REDACTED	Glenigan Ltd Floor 5, Ocean 80, 80 Holdenhurst Road, Bournemouth, BH3 7LX. Attention: REDACTED Email: REDACTED

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

Name	Title/Role
REDACTED	MCHLG, REDACTED
REDACTED	Glenigan Ltd

For the purposes of the Contract the data security requirements are within Annex 3.

1.7. The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a “**Relevant Conviction**”), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

2. Payment

2.1. Payment will only be made following satisfactory delivery of pre-agreed certified products and deliverables set out in Annex 3 as agreed between the Customer and the Supplier.

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

2.3. Invoices must be sent to the following address:

Ministry of Housing, Communities and Local Government
Invoice Processing team.
Finance Shared Services Division
High Trees
Hillfield Road,
Hemel Hempstead,
Herts.
HP2 4XN

Email: CLGInvoices@communities.gsi.gov.uk

2.4. Payment will be made in line of receipt of each product and must be itemised on invoices.

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 via the e-sourcing portal **within 2** 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.

Yours faithfully,

REDACTED

Signed for and on behalf of Ministry of Housing, Communities and Local Government ("the Customer").

Name:

Signature:

Date:

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

Signed for and on behalf of Glenigan Ltd ("the Supplier").

Name:

Signature:

Date: