



Adstream UK Limited

REDACTED

Attn: **REDACTED**

Date: 05/09/2019

Contract Reference: CCCO19A29

Dear **REDACTED**

Award of contract for the Provision of Storage and Distribution of Radio Fillers

Following your bid / proposal for the provision of storage of distribution of radio fillers 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 **Adstream UK Limited** 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:

- 1.1. The Services shall be performed at both the Contracting Authority's premises, the Supplier's premises.
- 1.2. The charges for the Services shall be as set out in Annex 2. As this is a call off contract, volumes are not guaranteed and the maximum contract value shall be £30,000.00, 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 9th October 2019 (the "Start Date") and the Expiry Date shall be 8th October 2021 on which the contract will end unless extended or subject to early termination. **The Customer reserves the option to extend the contract by 1 period of 1 year.**
- 1.5. The address for notices of the Parties are:

OFFICIAL



Contracting Authority

Supplier

REDACTED

REDACTED

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

1.6.1. For the Supplier:

Name	Title/Role for the Supplier
REDACTED	REDACTED

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	REDACTED

2. Payment

2.1. Billing and payment should be on a “pay as you go” basis, which is dependent on when the Authority requires Radio Filler assets to be delivered and what each order request comprises of. Each asset delivery should be invoiced immediately, and will be paid using one master Purchase Order number which the Authority will raise for all orders, at the start of each Financial Year (for use from 1st April).

2.2. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

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

2.3.1. Date of order (not invoice date)

2.3.2. Name and ID number of each Filler being delivered

2.3.3. Specifics of where broadcaster delivery is to (e.g. All UK radio stations)

2.4. Invoices should be submitted to: REDACTED

2.5. Invoices must always contain a PO number otherwise that invoice will not be paid.

3. Liaison

For general liaison your contact will continue to be **REDACTED**

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to via the e-sourcing portal 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 **the Cabinet Office** (“the Customer”)
Name: **REDACTED**

Job Title: **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 **Adstream UK Limited**
 (“the Supplier”)

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: **REDACTED**