



Department  
for Environment  
Food & Rural Affairs

T: 03459 335577  
helpline@defra.gov.uk  
[www.gov.uk/defra](http://www.gov.uk/defra)

Your ref: [REDACTED]  
Our ref: ECM\_59653  
Date: 13/11/2020

Dear [REDACTED],

## Award of contract for the supply of Maintenance of Environment Agency incident command vehicles

Following your proposal for the supply of Maintenance of Environment Agency incident command vehicles to Environment Agency, we are pleased to award this contract to you.

This letter (Award Letter) and its Annex/Annexes set out the terms of the contract between Environment Agency as the Authority and [REDACTED] 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 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 Goods shall be Delivered in accordance with the following instructions:

- Delivery Address

The order will be delivered within the Thames region of England. The exact location will be confirmed following the order with

[REDACTED]

- Date of Delivery

To be confirmed following the order with [REDACTED]

2. The charges for the Services shall be as set out in Annex 2 / the Supplier's tender dated 13<sup>th</sup> January 2020.
3. The specification of the Services to be supplied is as set out in Annex 2 / the Supplier's tender dated 13<sup>th</sup> January 2020.
4. The Term shall commence on 01/04/2021 and the Expiry Date shall be 31/03/2026
5. The address for notices of the Parties are:

Authority	Supplier
[REDACTED] [REDACTED]  <b>Attention:</b> [REDACTED]  <b>Email:</b> [REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

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

Name	Title
[REDACTED]	[REDACTED] [REDACTED]

7. The Authority may require the Supplier to ensure that any person [REDACTED] 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 Authority, or is of a type otherwise advised by the Authority (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.

## Payment

Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), to [REDACTED]. 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 by email to [REDACTED]

## Liaison

For general liaison your contact will continue to be [REDACTED] [REDACTED] [REDACTED], or, in their absence, [REDACTED] will provide you with alternative details.

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. The Authority would be grateful if you could arrange the contract to be executed, by way of electronic signature, on behalf of [REDACTED] and within 7 days by 20/11/2020.

Yours faithfully,

[REDACTED]

Defra Group Commercial

***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.***

Annex 1

Terms and Conditions



Annex 2

Supplier Quote / Specification

