



Beamans Ltd
REDACTED
WD18 1RH

Attn: REDACTED

Date: 11/04/18

Procurement ref: CCZP18A05

Dear REDACTED

Award of contract for the Provision of JEGS Training Services for CSEP/Cabinet Office

Following your tender / proposal for the Provision of JEGS Training Services to Civil Service Employee Policy, 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 Civil Service Employee Policy as the Customer and Beamans 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 venue located in Central London or as otherwise agreed with Contracting Authority.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be up to a maximum of £60,000 exc. VAT.
- 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 Thursday 12th April 2018 (the “Start Date”) and the Expiry Date shall be Thursday 11th April 2019.

1.5. The address for notices of the Parties are:

Customer

Supplier

OFFICIAL



Civil Service Employee Policy
REDACTED
LS2 7UA
REDACTED

Beamans Ltd
REDACTED
WD18 1RH
Attention: **Michael Bourke**
REDACTED

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

Name	Title/Role
REDACTED	Senior HR Consultant
REDACTED	Project Manager – Beamans Ltd

2. Payment

Invoicing details will be given at course booking. 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 REDACTED 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 sincerely,

Signed for Civil Service Employee Policy ("the Customer")

Name: REDACTED

Signature:

OFFICIAL



Date:

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

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

Name: REDACTED

Signature:

Date: 11th April 2018