

Village Hotels Glasgow  
7 Festival Gate  
Pacific Drive  
Glasgow  
G51 1DB

Attn: [REDACTED]

By email to: [REDACTED]

Date: 28<sup>th</sup> October 2021 Your Ref.: Carpark/CabinetOffice Our Ref.: N/A

Dear [REDACTED],

**Re: Supply of Car Parking Spaces, Fencing and Staffing**

Following your Tender/ Proposal for the supply of 100 car parking spaces, fencing and staffing to COP26, we are pleased to confirm our intention to award this Contract to you.

The attached Contract details ("Order Form"), Contract Conditions and the Annex set out the terms of the Contract between COP26 for the provision of the deliverables set out in the Order Form.

We thank you for your cooperation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Deliverables. Please confirm your acceptance of the Conditions by signing and returning the Order Form to [REDACTED] at the above address within 7 days from the date of this Order Form. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this Contract.

We will then arrange for the Order Form to be countersigned which will create a binding Contract between us.

Yours sincerely,

[REDACTED]  
**Order Form**

<b>1. Contract Reference</b>	Carpark/Cabinetoffice
<b>2. Date</b>	28/10/2021

<b>3. Buyer</b>	COP26 1 Victoria Street London SW1H 0ET	
<b>4. Supplier</b>	Village Hotels Cygnet Court Ground Floor 230 Cygnet Hour Warrington WA1 1PP  Reg No: 00418878	
<b>5. The Contract</b>	<p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached Contract Conditions ("<b>Conditions</b>") and any <b>Annexes</b>.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p> <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay the conclusion of the Contract.</p>	
<b>6. Deliverables</b>	<b>Goods</b>	None
	<b>Services</b>	Provision of 100 parking spaces between 27 <sup>th</sup> October and 15 <sup>th</sup> November, to be fenced off and staffed

		<p>between the hours of 07:00-19:00 with staff only allowing access to those who hold the relevant Vehicle Access Parking Permit (VAPP).</p> <p>To be performed at <b>Village Hotel Glasgow, 7 Festival Gate, Glasgow G51 1DB</b></p>
7. Specification	The specification of the Deliverables is as set out below.	
8. Term	<p>The Term shall commence on 28<sup>th</sup> October 2021 and the Expiry Date shall be 15<sup>th</sup> November 2021, unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract.</p>	
9. Charges	The Charges for the Deliverables shall be as set out below.	





<p>10. Payment</p>	<p>All invoices must be sent, quoting a valid purchase order number (PO Number), to:</p> <p>Newport SSCL Cabinet Office PO Box 405 Newport NP10 8FZ</p> <p><u><a href="mailto:APinvoices-CAB-U@gov.sscl.com">APinvoices-CAB-U@gov.sscl.com</a></u></p> <p>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.</p> <p>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 Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to</p> <p><u><a href="mailto:CAB-finance-ap-enquiries@gov.sscl.com">CAB-finance-ap-enquiries@gov.sscl.com</a></u></p> <p>or by telephone 0345 241 5354 (option 2) between 09:00-17:00 Monday to Friday.</p>
<p>11. Buyer Authorised Representative(s)</p>	<p>For general liaison your contact will continue to be</p>

	<div data-bbox="606 1713 1216 1783" data-label="Text"> <p>[REDACTED]</p> </div> <p>or, in their absence,</p> <div data-bbox="606 1870 1294 1924" data-label="Text"> <p>[REDACTED]</p> </div>
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<p>12. Address for notices</p>	<p>Buyer:</p> <p>COP26 1 Victoria Street London SW1H 0ET</p> <p>Attention: [REDACTED]</p> <p>Email: [REDACTED]</p>	<p>Supplier:</p> <p>Village Hotel Glasgow 7 Festival Gate Glasgow G51 1DB</p> <p>Attention: [REDACTED]</p> <p>Email: [REDACTED]</p>
<p>13. Key Personnel</p>	<p>Buyer:</p> <p>COP26 1 Victoria Street London SW1H 0ET</p> <p>Attention: [REDACTED]</p> <p>Email: [REDACTED]</p>	<p>Supplier:</p> <p>Village Hotel Glasgow 7 Festival Gate Glasgow G51 1DB</p> <p>Attention: [REDACTED]</p> <p>Email: [REDACTED]</p>
<p>14. Procedures and Policies</p>	<p>The Buyer may require the Supplier to ensure that any person employed in the delivery of the Deliverables has undertaken a Disclosure and Barring Service check.</p> <p>The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Contract, relevant to the work of the Buyer, or is of a type otherwise advised by the Buyer (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 Deliverables.</p>	
<p>Signed for and on behalf of the Supplier</p>	<p>Signed for and on behalf of the Buyer</p>	

Name: [Insert name]   [Insert job title] <i>Director of Sales</i>	Name:   Head of Commercial
Date: 28/10/2021	Date: 28/10/2021
Signature: 	Signature: 

#### Annex

Item	Price (£ ex VAT)
100 Car parking spaces (100 spaces x 20 days x  )	
Fencing	
Staffing	
<b>Total</b>	