Glass's Information Services Limited

[REDACTED]

Attn: [REDACTED]

[REDACTED]

Date: 23/03/2018

Procurement ref: CCZZ18A03

Dear Sir/Madam,

**Award of contract for the supply of Provision of New and Used Vehicle Values Data**

Following your proposal for the supply of New and Used Vehicle Values Data services to the Department for Transport, 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 Department for Transport as the Customer and Glass's Information Services 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 Customer and the Supplier agree as follows:**
	1. The Services shall be delivered at the Supplier’s premises.
	2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £53,000.00 (Ex VAT) including all extension options, £26,500.00 (Ex VAT) per annum. This contract value includes core costs and the optional costs that the Customer wishes to accept.
	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.
	4. The Date of Delivery shall be *28th March 2019*
	5. The Term shall commence on 29th March 2018 (the “Start Date”) and the Expiry Date shall be 28th March 2019. **The Authority reserves the option to extend the contract by 1 period of 12 months.**

* 1. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Customer** | **Supplier** |
| The Department for Transport[REDACTED]Attention: [REDACTED]Email: [REDACTED] | Glass's Information Services Limited  [REDACTED]Attention: [REDACTED]Email: [REDACTED] |

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

|  |  |
| --- | --- |
| **Name** | **Title/Role** |
| [REDACTED] | Customer |
| [REDACTED] | Supplier |

For the purposes of the Agreement the data security requirements is within Annex 3.

1. **Payment**

All invoices must be sent, quoting a valid purchase order number (PO Number), to: [REDACTED]. 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. If you have a query regarding an outstanding payment please contact the Customer’s Accounts Payable section either by email to [REDACTED] or by telephone between 09:00-17:00 Monday to Friday.

## Payment can only be made following satisfactory delivery of both the pre-agreed data and quality assurance report requested in Section 8.

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

## A Purchase Order number will be provided to the Potential Provider in advance of receipt of the agreed upon deliverables. This number must be included on any Potential Provider invoice.

1. **Liaison**

For general liaison your contact will continue to be [REDACTED] or, in their absence, [REDACTED]

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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 Jasmine Bland at the above address 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,

|  |
| --- |
| Signed for and on behalf of the Department for Transport (“the Customer”) |
| Name: [REDACTED] |  |
| Signature:[REDACTED] |  |
| Date: |  |

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

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| --- |
| Signed for and on behalf of Glass's Information Services Limited (“the Supplier”) |
| Name: [REDACTED] |  |
| Signature: [REDACTED] |  Date:  |