



RMS Cash Solutions Ltd

REDACTED TEXT

REDACTED TEXT

REDACTED TEXT

Attn: **REDACTED TEXT**

REDACTED TEXT

Date: **19th April 2017**

Procurement ref: **CCCR16A04**

Dear Sir/Madam,

Award of contract for the supply of Immigration Enforcement Returns Logistics Cash Handling

Following your tender / proposal for the supply of cash handling services to the Home Office, 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 Home Office as the Customer and RMS Cash Solutions 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 the customers site, address details below:

**Home Office Immigration Enforcement Returns Logistics
REDACTED TEXT**

1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £8,695.71, 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 subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.

1.4. The Term shall commence on **1st May 2017** (the “Start Date”) and the Expiry Date shall be **30th April 2019**. **The Authority reserves the option to extend the contract by one (1) periods of twelve (12) months.**



1.5. The address for notices of the Parties are:

Customer

Home Office Immigration Enforcement
REDACTED TEXT

Attention: **REDACTED TEXT**
Email: [REDACTED TEXT](#)

Supplier

RMS Cash Solutions Ltd
REDACTED TEXT

Attention: **REDACTED TEXT**
Email: [REDACTED TEXT](#)

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

Name	Title/Role
REDACTED TEXT	Returns Logistics Removals Documentation Delivery Team Manager
REDACTED TEXT	Returns Logistics Removals Documentation Delivery Assistant Team Manager

For the purposes of the Agreement the security requirements are within Annex 3.

1.7. The Customer may require the Supplier to ensure that any person employed in the 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 Customer, or is of a type otherwise advised by the Customer (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

2. Payment

2.1. The supplier shall invoice for this requirement as a monthly invoice upon completion for the works and Authority’s agreement.

2.2. Purchase Order Number’s must be stated on all invoices.

2.3. Payment will be made upon receipt of an invoice quoting a valid Purchase Order number.

2.4. All invoices must be sent to:

Home Office Shared Service Centre
REDACTED TEXT



Tel: REDACTED TEXT

Email: [REDACTED TEXT](#)

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

2.6. Prices must be inclusive of expenses and exclusive of VAT.

3. Liaison

For general liaison your contact will continue to be **REDACTED TEXT**, **Tel: REDACTED TEXT**, **Email: [REDACTED TEXT](#)** or, in their absence, **REDACTED TEXT**, **Tel: REDACTED TEXT**, **Email: REDACTED TEXT**

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 TEXT** 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 procurement reference number above in any future communications relating to this contract

Yours faithfully,

Signed for and on behalf of the **Home Office** ("the Customer")

Name: REDACTED TEXT

Signature: REDACTED TEXT

Date: 20th April 2017

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

Signed for and on behalf of **RMS Cash Solutions Ltd** ("the Supplier")

Name: REDACTED TEXT

Signature: REDACTED TEXT



Date: 20th April 2017