



DF Press Limited

REDACTED

Attn: **REDACTED**

REDACTED

Date: Tuesday 8th May 2018

Contract Reference: CCCB18A01

Dear Sir/Madam,

Award of contract for the Provision of Press Office Services

Following your tender / proposal for the supply of specialist media handling skills on the basis of 24/7 cover to Civil Service Commission, 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 Commission as the Customer and DF Press 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:

- 1.1. The Services shall be performed at REDACTED.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £102,750.00 EX Vat, 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. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Date of Delivery shall be Monday 14th May 2018.
- 1.5. The Term shall commence on Monday 14th May 2018 (the “Start Date”) and the Expiry Date shall be Wednesday 14th November 2018.

1.6. The address for notices of the Parties are:

OFFICIAL



Customer

Civil Service Commission
REDACTED
Attention: REDACTED
Email: REDACTED

Supplier

DF Press Limited
REDACTED
Attention: REDACTED
Email: REDACTED

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

Name	Title/Role
REDACTED	Customer Lead
REDACTED	Contract Lead
REDACTED	Sub-Contractor
REDACTED	Sub-Contractor

1.8. 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 Payment can only be made following satisfactory delivery of pre-agreed certified services, products and deliverables.

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

2.3 Costs should be invoiced monthly in arrears.

All invoices must be sent, quoting a valid purchase order number (PO Number), to REDACTED. 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. 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 REDACTED between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be REDACTED; REDACTED or, in their absence, 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 Peter Lawrence at the above address **within 3** 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 **Civil Service Commission** (“the Customer”)

Name: REDACTED
Chief Executive

Signature: REDACTED

Date: REDACTED

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

Signed for and on behalf of DF Press Limited (“the Supplier”)

Name: REDACTED
Contract Lead

Signature: REDACTED

Date: REDACTED