



Department
for Environment
Food & Rural Affairs

Nobel House
London
SW1P 3JR

T: 03459 335577
helpline@defra.gov.uk
www.gov.uk/defra

[REDACTED]

Your ref:

Our ref: [REDACTED]

Date: [REDACTED]

Dear Sir/Madam

Award of contract for [REDACTED].

Following communication between [REDACTED], we are pleased to award this contract to you.

This letter (Award Letter) and its **Annexes** set out the terms of the Agreement between [REDACTED] as the Authority and [REDACTED], as the Supplier for the provision of the [REDACTED]. 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 the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Authority and may delay conclusion of the Agreement.

For the purposes of the Agreement, the Authority and the Supplier agree as follows:

1. The Service shall be Delivered in accordance with the agreed delivery method
2. The charges for the Service shall be as set out in the enclosed terms and conditions.

3. The address for notices of the Parties are:

Authority	Supplier
[REDACTED] [REDACTED]	[REDACTED]
[REDACTED] [REDACTED]	[REDACTED]
Attention: [REDACTED]	[REDACTED] :
[REDACTED]	

4. The Authority may require the Supplier to ensure that any person employed in the supply of the Service 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 Agreement, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (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 supply of the Services.

Payment

Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), Accounts-Payable [REDACTED] 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. 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 Authority contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section on [REDACTED]

Liaison

We thank you for your co-operation to date ,and look forward to forging a successful working relationship resulting in a smooth and successful supply of the Services. The [Authority] would be grateful if you could arrange the contract to be executed, by way of electronic signature, on behalf of LinkedIn and within [7] days

Yours faithfully,

██████████

Execution of this award notification letter is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The Contract will be formed on the date on which both Parties communicate acceptance of its terms on the Authorities eSourcing System.

Signed for and on behalf of ██████████

Name: ██████████ ████████████████████	
Signature:	
Date:	

We accept the terms set out in this Award Letter and the annexed Conditions

Signed for and on behalf of ██████████

Name:	
Signature:	
Date:	