



Royal Armouries Trading and Enterprises Limited

Royal Armouries Museum

Armouries Drive

Leeds

LS10 1LT

Attn: [REDACTED]

[REDACTED]

Date: 4th October 2018

Contract Ref: CCZP18A14

Dear [REDACTED],

Award of contract for the Provision of Firearms Make Safe Training

Following your tender / proposal for the supply of Provision of Firearms Make Safe Training to Border Force (a Directorate of 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 Border Force as the Customer and Royal Armouries Trading and Enterprises 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 the Supplier's premises at Royal Armouries Museum, Armouries Drive, Leeds, LS10 1LT.
- 1.2. The charges for the Services shall be as set out in Annex 2. The Contract Value shall be £195,750.00 excluding VAT, per year, including the extension option. For the avoidance of doubt, the total Contract Value shall be up to £587,250.00, excluding VAT, including the extension option.
- 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 Term shall commence on 01/11/2018 (the "Start Date") and the Expiry Date shall be 31/10/2020. The Authority reserves the option to extend the contract by 1 period of 1 year.

OFFICIAL



1.5. The address for notices of the Parties are:

Customer	Supplier
<p>Border Force Ground Floor, Building 6 New Square Business Park Feltham TW14 8HA Attention: [REDACTED] Email: [REDACTED]</p>	<p>Royal Armouries Trading and Enterprises Ltd Royal Armouries Museum Armouries Drive Leeds LS10 1LT Attention: [REDACTED] Email: [REDACTED]</p>

1.6. For the purposes of the Agreement the data 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. Payment can only be made following satisfactory delivery of pre-agreed certified 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. Invoices can be submitted electronically to the BF Specialist Training Co-ordination Team: [REDACTED]
- 2.4. Invoice submissions should be broken down for each event to specify and differentiate between each component of the total cost i.e. Training delivery, accommodation, fuel etc.

3. Liaison

For general liaison your contact will continue to be [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 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 Border Force, a Department of the Home Office
("the Customer")

Name: [REDACTED]

Signature: [REDACTED]

Date:

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

Signed for and on behalf of Royal Armouries Trading and Enterprises Limited
("the Supplier")

Name: [REDACTED]

Signature: [REDACTED]

Date: