



Cambridge University Technical Services Limited Hauser Forum,
3 Charles Babbage Road,
Cambridge,
CB3 0GT

Attn: **REDACTED**

Date: 12/08/2020

Contract Reference: CCSO20A78

Dear **REDACTED**

Award of contract for the Provision of COVID-19 Related Game Development with Cambridge University

This letter (Award Letter) and its Annexes set out the terms of the contract between the Cabinet Office as the Contracting Authority and Cambridge University Technical Services Limited the Supplier for the provision of the COVID-19 Related Game Development with Cambridge University Technical Services Limited. 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 Contracting Authority and the Supplier agree as follows:

- 1.1. The Services shall be performed at the Suppliers premises. The Authority’s offices may be located at Cabinet Office, 70 Whitehall Westminster, London, SW1A 2AS, or No.10 Downing Street. Briefings, reporting and debriefs will be held virtually or if appropriate at the offices of the Authority.



The charges for the Services shall be as set out in Annex 2. The maximum total contract value is up to £134,262.79 (exc VAT). **REDACTED**

1.2. 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.

1.3. The Term shall commence on Wednesday 8 July 2020 (the "Start Date") and the Expiry Date shall be Wednesday 7 July 2021 unless subject to early termination.

1.4. The address for notices of the Parties are:

Contracting Authority

Cabinet Office,
70 Whitehall Westminster,
London,
SW1A 2AS

REDACTED

Supplier

Cambridge University Technical
Services Limited
Hauser Forum,
3 Charles Babbage Road,
Cambridge,
CB3 0GT

REDACTED

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

1.5.1. For the Supplier:

Name	Title/Role for the Supplier
REDACTED	Commercialisation Associate (Consultancy)
REDACTED	Account Manager

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
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REDACTED	Contract Manager
REDACTED	Strategic Commercial Manager

2. Payment

Invoices are to be issued monthly to cover services provided in the month gone.

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

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. These must first be sent to the Authority for review and approval before the invoices are submitted to SSCL.

REDACTED

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 Contracting Authority 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 **REDACTED**

3. Liaison

For general liaison your contact will continue to be **REDACTED**

Please confirm your acceptance of the award of this contract by signing and returning the letter to the Procurement Lead within one day from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference number above in any future communications relating to this Contract.

Thank you for your cooperation.

Yours sincerely,

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



Name: **REDACTED**

Job Title:

Signature:

Date:

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

Signed for and on behalf of **insert name of Supplier**
("the Supplier")

Name: **insert name**

Job Title: **insert job title**

Signature:

Date: