



Paragon Rapid Technologies Ltd

Attn: [REDACTED]

Date: 27th April 2017

Procurement ref: CCZI17C05

Dear Sir/Madam,

Award of contract for the supply of Reaction Injection Moulded Enclosures

Following your tender / proposal for the supply of Reaction Injection Moulded Enclosures to Home Office - Centre for Applied Science and Technology, 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 Home Office - Centre for Applied Science and Technology as the Customer and Paragon Rapid Technologies Ltd as the Supplier for the provision of the Goods. 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 Goods shall be delivered at the Customer's premises, Home Office CAST, [REDACTED]
- 1.2. The charges for the Goods shall be as set out in Annex 2. The total contract value shall be £11,675.00, including all extension options.
- 1.3. The specification of the Goods 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 Date of Delivery shall be within 6 weeks of an order placed by the customer for Pre-production run and within 10 weeks of an order placed by the customer for production run.
- 1.5. The Term shall commence on Friday, 12th May 2017 (the "Start Date") and the Expiry Date shall be 17 weeks from date of commencement or successful delivery of goods whichever is later.

1.6. The address for notices of the Parties are:

Customer

[REDACTED]
Home Office CAST
[REDACTED]

Supplier

[REDACTED]
Paragon Rapid Technologies Ltd
[REDACTED]

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

Name	Title/Role
[REDACTED]	Professional Technical Officer Electronic & Electrical Engineering
[REDACTED]	Account Manager

For the purposes of the Agreement the data security requirements and environmental policy are within Annex 3.

2. Payment

The Supplier shall invoice in two stages

- 2.1. The development, tooling, and delivery of the pre-production products on an itemised invoice upon delivery of the pre-production works and with the Authority's agreement.
- 2.2. The development, tooling, and delivery of the production run on an itemised invoice upon delivery of the production works and with the Authority's agreement

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Centre for Applied Science and Technology, [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 post-room-[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]; telephone number [redacted] or, in their absence, [redacted] telephone number [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 goods. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to [redacted] at the above address **within 5 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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Yours faithfully,

Signed for and on behalf of Home Office - Centre for Applied Science and Technology ("the Customer")

[redacted]
Professional Technical Officer
Electronic & Electrical Engineering

[redacted]

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

Signed for and on behalf of Paragon Rapid Technologies Ltd ("the Supplier")

[redacted]
Account Manager

[redacted]