



Northern Voices (T/A The Talking Shop)
87-89 Chapel Street
Manchester
England
M3 5DF

Attn: **Redacted**

Date: 17.06.2016

Procurement ref: SO-17427

Dear Sir/Madam,

Contract for the supply of Provision of Research Lab Facilities for DWP

Following your award for the supply of Provision of Research Lab Facilities to the Department for Work and Pensions contract, this letter and attached appendices set out the terms of the contract between Department for Work and Pensions as the Customer and Northern Voices (T/A The Talking Shop) 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**”). 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 delivered in the **Redacted**.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £60,000.00, including all extension options.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3 and in line with your submitted proposal dated 20th April 2016. Where there is conflict Annex 3 shall take precedence, unless otherwise agreed in writing between the parties.
- 1.4. The Term shall commence on Wednesday 1st June 2016 (the “Start Date”) and the Expiry Date shall be Wednesday 31st May 2017.

- 1.5. The address for notices of the Parties are:

OFFICIAL



Customer

Department for Work and Pensions
Caxton House
Tothill Street
London
SW1H 9NA
Attention: **Redacted**
Email: **Redacted**

Supplier

Northern Voices (T/A The Talking
Shop)
87-89 Chapel Street
Manchester
England
M3 5DF
Attention: **Redacted**
Email: **Redacted**

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

Name	Title/Role	Telephone	Email
Redacted	Redacted	Redacted	Redacted
Redacted	Redacted	Redacted	Redacted
Redacted	Redacted	Redacted	Redacted

2. Payment

Payment will be made via the Customer's internal Purchase to Pay Systems.

All invoices will be benchmarked against the costs submitted by the Supplier.

The Customer will issue you a purchase order number. To avoid delay in payment, all invoices must be submitted, quoting a valid purchase order number to:

Redacted

3. Liaison

For general liaison, please see the table above at 1.6.

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 two (2) copies of this letter to **Redacted** at the above address **within 7 working** 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,

Redacted



Crown
Commercial
Service

OFFICIAL

9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

T 0345 010 3503
E info@crowncommercial.gov.uk

www.gov.uk/ccs

Signed for and on behalf of Department for Work and Pensions ("the Customer")

Name:

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 Northern Voices (T/A The Talking Shop) ("the Supplier")

Name:

Job Title:

Signature:

Date: