BSI Assurance UK Limited

389 Chiswick High Road

London

Attn: REDACTED TEXT

REDACTED TEXT

Date: 11th December 2020

Contract Reference: CCCC20B54

Dear Sir/Madam,

**Award of contract for the Provision of ISO 9001 Accreditation Services for DBS**

Following your bid / proposal for the provision of ISO 9001 Accreditation Services to Disclosure & Barring Service (DBS), (The Contracting Authority) 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 Disclosure & Barring Service as the Contracting Authority and BSI Assurance UK 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 Contracting Authority and the Supplier agree as follows:** 
   1. The Services shall be performed at from the Supplier’s premises, with possible visits to the Authority’s sites at Liverpool and Darlington, if required.
   2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be up to a maximum of £42,000 including all extension options but excluding VAT.
   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.
   4. The Term shall commence on 11th December 2020 (the “Start Date”) and the Expiry Date shall be 10th December 2022.**The Customer reserves the option to extend the contract by 2 periods of 12 months. (2 + 1 + 1).**
   5. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| Disclosure & Barring ServiceShannon Court, Princes Parade, Liverpool, L3 1QY  Attention: REDACTED TEXT  Email: REDACTED TEXT | BSI Assurance UK Limited  389 Chiswick High Road  London  Attention: REDACTED TEXT  Email: REDACTED TEXT |

* 1. The following persons are Key Personnel for the purposes of the Agreement:
     1. For the Supplier:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Supplier** |
| REDACTED TEXT | REDACTED TEXT |

1.7.2 For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| REDACTED TEXT | REDACTED TEXT |

1. **Payment**

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

### Disclosure & Barring Service PO Box 5112 Phoenix House Newport

### Gwent

### NP10 8FZ

### Tel: 08450 100125 Fax: 01633 581514

### Email: [REDACTED](mailto:DBSSupplierinvoices@dbs.gov.uk) TEXT VAT Number GB: 888818055

### Invoices should also be copied via email to REDACTED TEXT

Within 20 working days of receipt of your countersigned copy of this letter, the Contracting Authority 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 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 email to REDACTED TEXT

1. **Liaison**

For general liaison your contact will be REDACTED TEXT

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED TEXT via the CCS eSourcing Suite within 7 days 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 faithfully,

REDACTED TEXT

|  |  |
| --- | --- |
| REDACTED TEXT  Signed for and on behalf of Disclosure & Barring Service (“the Customer”) | |
|  |  |
| 11th December 2020 |  |

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

Signed for and on behalf of BSI Assurance UK Limited - The Supplier”)

Name: REDACTED TEXT

Job Title: REDACTED TEXT