



Home Office

The Mansfield Group

Head Office
Highpoint
Festival Way
Festival Park
Stoke-on-Trent
ST1 5SH

Attn: [REDACTED]

By email to: [REDACTED]

Date: 24th June 2019

Your ref:

Our ref: C15798

Dear Sirs,

Award of contract for the supply of Heavy Goods Vehicle Recovery & Detention Services.

Following your proposal for the supply of Heavy Goods Vehicles Recovery and Detention Services to Secretary of State for the Home Department, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between Secretary of State for the Home Department as the Customer and The Mansfield Group 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 the Conditions, this Award Letter 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.

For the purposes of the Agreement, the Customer and the Supplier agree as follows:

- 1) The Services shall be performed at any location as stipulated in the specification document provided. Recovery will take place from a location notified by the Customer. Detention location will take place at the Suppliers facility geographically closest to the detention location notified by the Supplier.
- 2) The charges for the Services shall be as set out in Annex 2 - the Supplier's completed price schedule submitted 29th May 2019.
- 3) The specification of the Services to be supplied is as set out in Annex 3.

4) The Term shall commence on 15th July 2019 with services to be completed at the request and frequency of the Customer, and the Expiry Date shall be 14th July 2022 on which the contract will end unless extended or subject to early termination.

5) The address for notices of the Parties are:

Customer

HO Commercial Directorate

Martello House,

Shearway Business Park,

Folkestone,

Kent CT19 4RH

Attention: Assistant Commercial Manager

Email : 

Supplier

The Mansfield Group

Head Office,

Highpoint,

Festival Way,

Festival Park,

Stoke-on-Trent ST1 5SH

Attention: Head of Business Services

Email: 

6) The following persons are Key Personnel for the purposes of the Agreement:



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.

Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: HO Shared Service Centre, HO Box 5015, Newport, NP20 9BB. Within [10] working days of receipt of your countersigned copy of this letter, we 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, 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 sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to Finance-enquiries@homeoffice.gov.uk or by telephone 0345 010 0125 between 09:00-17:00 Monday to Friday.

Liaison

For general liaison your contact will continue to be  or, in their absence, 

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 to [REDACTED] at the above address within [7] days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours faithfully,

Signed for and on behalf of **Secretary of State for the Home Department**.

Name: [REDACTED]
Assistant Commercial Manager

Signature: [REDACTED]

Date: [REDACTED]

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

Signed for and on behalf of **The Mansfield Group**

Name: [REDACTED]

Signature: [REDACTED]

Date: [REDACTED]