



Wolters Kluwer Tax and Accounting Limited  
**REDACTED**

Attn: **REDACTED**

Date: 07/07/2020

Contract Reference: CCIH20A33

Dear Sir/Madam,

**Award of contract for the Provision of TeamMate Maintenance Renewal**

Following your bid / proposal for the provision of Teammate Licences to the Home Office (The Contracting Authority) we are pleased to award this contract to you.

The attached appendix provides detailed feedback on your submitted proposal.

The Call-off contract shall commence on Wednesday 18<sup>th</sup> March 2020 (the "Start Date") and the expiry Date shall be Thursday 17<sup>th</sup> March 2022. The customer reserves the option to extend the contract by a further one (1) year. The total contract value shall be £32,854.24 including all extension options.

This procurement activity was a Single Tender Action and Wolters Kluwer's Terms and Conditions shall apply.

**1. For the purposes of the Agreement, the Contracting Authority and the Supplier agree as follows:**

1.1. The Goods shall be delivered at the customer's premises **REDACTED**

1.2. The total contract value shall be £32,854.24 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. Where there is conflict Annex 3 shall take precedence.

1.4. The address for notices of the Parties are:

**Contracting Authority**

**REDACTED**

**Supplier**

**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
<b>REDACTED</b>	<b>REDACTED</b>

OFFICIAL



1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	REDACTED

## 2. Payment

2.1 One invoice must be submitted to cover the two year agreement.

2.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

2.3 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

2.4 Invoices should be submitted to: **REDACTED**

2.5 To avoid delay in payment, all invoices must quote a valid purchase order number. Non-compliant invoices will be returned, which may lead to a delay in payment.

## 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 enclosed copy of this letter to **REDACTED** at the above address within [ 3 ] 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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of the Home Office ("the Customer")  
Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: **REDACTED**



Crown  
Commercial  
Service

OFFICIAL

9<sup>th</sup> Floor, The Capital,  
Old Hall Street, Liverpool.  
L3 9PP

T 0345 010 3503  
E [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk)

[www.gov.uk/ccs](http://www.gov.uk/ccs)

---

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

Signed for and on behalf of Wolters Kluwer Tax and  
Accounting Limited ("the Supplier")

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: **REDACTED**

---

OFFICIAL