



**Zeutsche UK Ltd**

**REDACTED**

**REDACTED**

**REDACTED**

**REDACTED**

**REDACTED**

Attn: **REDACTED**

**REDACTED**

Date: 13<sup>th</sup> July 2016

Procurement ref: SO18230

Dear Sir,

**Award of contract for the supply of Microfiche Scanner & Maintenance Contract**

Following your tender / proposal for the supply of **microfiche scanner & maintenance contract** to the **Home Office**, 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 the **Home Office** as the Customer and **Zeutsche Uk Ltd** as the Supplier for the provision of the Goods & 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 Customer and the Supplier agree as follows:**

- 1.1. The Goods and Services shall be delivered to and performed at the customers site, address details below:

**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**



- 1.2. The charges for the Goods and Services shall be as set out in Annex 2. The total contract value shall be £100,500.00 including all extension options. There will be no extension option beyond 14<sup>th</sup> July 2019.
- 1.3. The specification of the Goods and Services 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 on or before the 31<sup>st</sup> August 2016.
- 1.5. The Term shall commence on 15<sup>th</sup> July 2016 (the "Start Date") and the Expiry Date shall be 14<sup>th</sup> July 2019.
- 1.6. The address for notices of the Parties are:

**Customer**

**Home Office**

**REDACTED**

**REDACTED**

**REDACTED**

**REDACTED**

**REDACTED**

**REDACTED**

**REDACTED**

**REDACTED**

Attention: **REDACTED**

Email: REDACTED

**Supplier**

**Zeuschel UK Ltd**

**REDACTED**

**REDACTED**

**REDACTED**

**REDACTED**

**REDACTED**

Attention: **REDACTED**

Email: REDACTED

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

Name	Title/Role
REDACTED	<b>Customer - Microfiche Archives Supervisor</b>
REDACTED	<b>Crown Commercial Service – Category Executive</b>

- 1.8. 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.



## 2. Payment

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

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

Ordering will be by way of Home Office Purchase Order.

Purchase Order Numbers will be listed on all invoices.

Payment will be made upon receipt of an invoice quoting a valid Purchase Order Number.

All invoices are to be sent to:

### **Shared Services Connected Limited**

**REDACTED**

**REDACTED**

**REDACTED**

**REDACTED**

**REDACTED**

Prices must be inclusive of expenses and exclusive of VAT.

### **PAYMENT MILESTONES**

The payment for the new scanner and the servicing/maintenance contract for this microfiche scanner and the other OM 1500 scanner will be paid for annually.

The payment for the training will be made upon successful completion of the training package.

The payment for the servicing of the OM 1100 will be made on successful completion of each service (every 3 months).

The parts required for fixes on-site will be agreed by both parties and itemised on the invoice.

If you have a query regarding an outstanding payment please contact the Customer's Accounts Payable section either by email to **REDACTED** or by telephone **REDACTED** between 09:00-17:00 Monday to Friday.

### **Liaison**

For general liaison your contact will continue to be Crown Commercial Service Tel: 01633 811600.

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 electronically in word format to **REDACTED** via the e-sourcing portal **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,

OFFICIAL

Award letter



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

Name:

Signature:

Date:

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

Signed for and on behalf of **Zeutschel UK Ltd** ("the Supplier")

Name:

Signature:

Date: