

Procurement – Children’s Services

Salford City Council, Unity House, Chorley Road, Swinton M27 5AW

Name
Designation
Company
Address
Address
Address
Postcode

Phone 0161 686 6296
email procurement@salford.gov.uk
Web www.salford.gov.uk

Date:

EXCHANGE OF LETTERS

CONTRACT TITLE AND PERIOD OF CONTRACT

I write to inform you that your organisation’s quotation dated Date in respect of the call-off from the Alternative Provision Dynamic Purchasing System and the contract stated above, and in the sum of £XXXX, was accepted by the Strategic Director of Children’s Services under Delegated Authority.

The Contract will commence on Date and will be completed on Date.

I do not intend to execute a formal agreement and this Exchange of Letters Contract together with the documents referred to below shall constitute the Contract.

I should be obliged if you would sign and return to me a copy of this letter within seven days of the date hereof.

The scope of the work to be carried out is detailed within the specification and quotation.

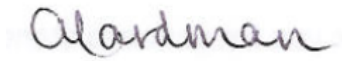
The contract will be carried out in accordance with the Council’s standard terms and conditions for supply of services and all documents referred to below (copies enclosed) form part of the agreement between us.

1. The Specification
2. Your Quotation
3. This Letter
4. Special Terms (Section C)
5. The Council’s Corporate Terms and Conditions of Contract for Service (Section A)
6. The Alternative Provision Dynamic Purchasing Agreement

If you have any queries regarding the content of this letter or relating to the performance of this contract, in the first instance, should be referred to the email: altpro@salford.gov.uk.

I look forward to receiving the countersigned letter of your acceptance.

Yours sincerely



Charlotte Hardman

Category Manager

EXCHANGE OF LETTERS

CONTRACT TITLE AND PERIOD OF CONTRACT

WE HEREBY ACCEPT THESE TERMS AND CONDITIONS OF THE CONTRACT REFERRED TO ABOVE, AS DETAILED IN THIS LETTER

Signed

.....

Print Name

.....

Authorised Signatory for and on behalf of XXXXXX

Dated:

.....