

Candle Learning Ltd
3rd Floor,
Bank house,
27 King St,
Leeds LS1 2HL

Date: 02/07/2025

Dear Andrew

Contract Title: Heritage Schools Award Hub (NP288)
In-Tend Ref: PREF409

I am pleased to confirm that we would like to award you with the contract for the above requirement.

This letter, its acceptance and any other items listed below will create the Contract in its entirety; no other documents are required.

The contract shall be carried out in accordance with the following:

1. Our Invitation to tender dated 22/05/2025
2. Your Tender dated 10/06/2025 Ref. PREF409
3. The Conditions of Contract as issued with the Invitation to tender for the provision of services.
4. The contents of this letter, which shall be deemed to have been included and allowed for in your proposal.
5. In signing this letter, you are confirming that you have the Insurances specified in the Invitation to tender and can, if requested provided evidence of these.

The Fee for the Contract shall be £27,300.00 excluding VAT, or such other sum as may be ascertained in accordance with the Contract.

The commencement date for the contract shall be 14/07/2025 and the date for completion of the Services shall be 31/03/2026 with a possible extension of the contract for

maintenance and support from 01/04/2026 to 31/03/2027 and from 01/04/2027 to 31/03/2028.

The Historic England 'Contract Manager' who will be responsible for the day to day running of the contract shall be Lois Gyves (Lois.Gyves@HistoricEngland.org.uk), and the Contract Manager's Assistant shall be Daisy Horsley (Daisy.Horsley@HistoricEngland.org.uk).

Invoices shall be submitted on dates to be agreed with the Contract Manager and sent to emailyourinvoices@historicengland.org.uk.

All invoices must bear the purchase order either given below or if not provided, the purchase order number which is to be forwarded under separate cover.

Purchase order number	
-----------------------	--


Invoices submitted without a valid purchase order number will delay payment or result in the invoice being rejected. Please contact the aforementioned contract manager if this has not been received.

Please confirm your acceptance of this contract and the terms stated in this letter by signing and returning the enclosed copy to the Contract Manager by return.

Yours faithfully,

Sandra Stancliffe

Signed (Authorised signatory)



Name of signatory:

Sandra Stancliffe

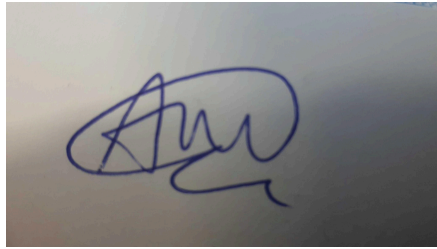
Position in Historic England:

Head of Communities Learning Inclusion and Volunteering

Supplier Acceptance:

We accept the terms and conditions stated above.

Signed (Authorised signatory)



Name of signatory:

Position:

Andrew Jack

For and on behalf of (Name and address of Company/Organisation):

Candle Learning Ltd (Trading as Candle Digital)
2-Work, 3rd Floor, Bank House, 27 King St, Leeds LS1 2HL, UK

Date:

04/07/25