



**UK Research
and Innovation**

**Menzies LLP
1st Floor, Midas House,
62 Goldsworth Road,
Woking
GU21 6LQ**

Attn: [REDACTED]

By email to: [REDACTED]

Date: Tuesday, 25th March 2025

Our ref: PS25066

Dear [REDACTED],

Award of contract for the supply of Temporary Administration Services for Innovate UK Loans

Following your tender/ proposal for the supply of Temporary Administration Services for Innovate UK Loans to UKRI, we are pleased to award this contract to you.

This letter (Award Letter) and its Schedule(s) set out the terms of the Contract between:

- (1) **United Kingdom Research and Innovation**, a statutory corporation whose registered office is at Polaris House, North Star Avenue, Swindon, England, SN2 1FL ("**UKRI**"); and
- (2) **Menzies LLP**, with company number OC336077, whose registered office is at 1st Floor, Midas House, 62 Goldsworth Road, Woking, GU21 6LQ (the "**Supplier**").

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 Schedule 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 UKRI and may delay conclusion of the Contract.

For the purposes of the Contract, UKRI and the Supplier agree as follows:

Term

- 1 Commencement Date: Wednesday, 26th March 2025
- 2 Expiry Date: Thursday, 31st July 2025

Description of Goods and/or Services

- 3 The Specification of the Goods and/or Services to be delivered is as set out in Schedule 2.
- 4 The Services shall be performed at the Supplier's premises.
- 5 The Goods shall be Delivered in accordance with the following instructions:

Charges & Payment

- 6 The Charges for the Goods and/or Services shall be as set out in Schedule 3 / the Supplier's quotation dated Thursday, 20th March 2025.
- 7 All invoices should be sent, quoting a valid purchase order number (PO Number) provided by UKRI, to: UK Research and Innovation c/o UKSBS Ltd, Polaris House, North Star Avenue, Swindon SN2 1FF.
- 8 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 UKRI contact. 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 accounts@iuk.ukri.org or by telephone 01793 867000 between 09:00-17:00 Monday to Friday.

Supplier's Limit of Liability

- 9 The Limit of Liability of the Supplier under this Contract shall be: 125% of the total Charges paid and payable to the Supplier under this Contract.

Notices

- 10 The address for notices of the Parties are:

UKRI

Polaris House, North Star Avenue,
Swindon, England, SN2 1FL

Attention: [REDACTED]

Email: [REDACTED]

Supplier**Menzies LLP**

1st Floor, Midas House, 62 Goldsworth
Road, Woking, GU21 6LQ

Attention: [REDACTED]

Email: [REDACTED]

Liaison

- 11 For general liaison your contact will continue to be [REDACTED]

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful supply of the Goods and/or 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. 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,

[REDACTED]

UK SBS Procurement Specialist

Signed for and on behalf of **United Kingdom Research and Innovation**

Signature:

[Redacted Signature]

Name:

[Redacted Name]

Position:

[Redacted Position]

Date:

[Redacted Date]

We accept the terms set out in this Award Letter and the Schedule(s).

Signed for and on behalf of **Menzies LLP**

Signature:

[Redacted Signature]

Name:

[Redacted Name]

Position:

[Redacted Position]

Date:

[Redacted Date]