

Supplies and Services Division
Clare House
303 Airport Road
BELFAST
BT3 9ED

██████████
Premiere Employment Group

Our Ref: ID 3125899
Date: 25 January 2021

Issued via eTendersNI

Dear Mr ██████████

ID 3125899 – PROVISION OF TEMPORARY AGENCY WORKERS FOR NORTHERN IRELAND CIVIL SERVICE, AGENCIES AND NON DEPARTMENTAL PUBLIC BODIES

Further to our letter of 12 January 2021, the Department of Finance is pleased to confirm that your tender for the lots listed below for the above project is hereby accepted.

Lot	Lot Title
1	DfC Administration and Corporate Functions
2	Administration and Corporate Functions (excluding DfC)
4	Environmental, Scientific and Medical
5	Agricultural and Conservation
6	Ancillary and Industrial
8	Youth and Social Care

Key details in relation to this award are contained in the table below;

Contract Information	
Contract Award Date	25 January 2021
Contract Commencement Date	25 January 2021
End Date of Initial Contract Period	24 January 2023
Extensions	3 further extensions of up to 12 months each

To progress this award you must complete the task of accepting the award on eTendersNI portal. DoF are keen to set up an initiation meeting as soon as possible. You will be contacted by NICS HR to progress the initiation of the contract.

As this contract requires security vetting, the Contractor shall contact DoF NICS HR by e-mail – resourcingchr@finance-ni.gov.uk – to agree arrangements to take forward the security clearance process as required by the contract.

Only those individuals (whether employed directly or as part of a sub-contract) whose security clearance has been confirmed to the Contractor by DoF, Appointments and Marketing Branch are permitted to gain access to any site or undertake any work associated with this contract.

You should provide, or verify the supplier bank details by providing the information required in Annex A to DOF.Forms@finance-ni.gov.uk. In order to ensure prompt payment, please follow the process for invoicing outlined in the Pricing Schedule. Information on Invoice processing through AccountNI can be found at <https://www.finance-ni.gov.uk/topics/account-ni>

On behalf of Construction & Procurement Delivery, may I take this opportunity to wish you every success during the lifetime of this contract.

Yours sincerely

[Signed] GERALDINE O'RAWE MCIPS
Branch Head – Strategic Delivery

Annex A

Project title and Reference No.	
Supplier Name	
Supplier address including postcode	
Purchase order email address	
Banking details	
Account Name	
Sort Code	
Account Number	
Bank Name	
Bank Address including postcode	
Remittance advice email address	