

4 September 2026

Asif Choudry
Sales and Marketing Director
STEFFCO LIMITED, t/a RESOURCE
78 Armley Road
Armley, Leeds, West Yorkshire, LS12 2EJ

Dear Asif,

Following our discussions, this letter sets out Bidgen's Annual Plan for Resource and the first-project opt-out.

Bid Team Service. Bidgen will continuously discover and qualify suitable public-sector tender and framework opportunities, sharing shortlisted opportunities with concise go/no-go recommendations. For each approved tender, Bidgen will manage delivery end to end, including preparation, drafting and revisions, quality and social value responses, pricing and compliance review, document collation and submission. Resource will provide accurate source materials and retain responsibility for commercial pricing and final approval.

Annual Plan. The plan begins on the date of the last signature below (the "Effective Date") and runs for 12 months. It includes up to 12 tender opportunities started during that term, plus up to five smaller tender-related projects (eg small PSQ projects etc.), at no additional cost. An opportunity is included when Resource authorises it and Bidgen begins substantive work.

First project and opt-out. The Imperial War Museum Creative Services Framework is the first project. If detailed review shows it is unsuitable, the parties may agree a replacement. Resource may opt out in writing at any time before Bidgen submits the first project if it is not satisfied with Bidgen's work, with no obligation to continue.

Fee and payment. The fixed fee for the Annual Plan is £30,000 plus VAT, payable as 12 monthly instalments of £2,500 plus VAT. Bidgen will send a Stripe link for the first instalment, which is due before Bidgen sends draft work. If more than one tender is authorised in a month, each additional tender brings the next instalment forward and reduces the later payment schedule. If Resource exercises the first-project opt-out, no further instalments fall due.

Confidentiality and IP. Each party will keep the other's confidential information confidential during and after the engagement. Client-specific deliverables become Resource's property once paid; Bidgen retains its generic templates, tools and know-how. Standard retainer terms apply at bidgen.io/retainer-terms. This letter prevails if there is a conflict. The Annual Plan automatically renews unless either party gives at least 30 days' notice.

Next step

Please sign below and return a copy to us. We're excited to get started.

Kind regards,

Toby Willcocks
Founder & CEO, Bidgen

Agreed and accepted:

Tobias Willcocks

Verified by signNow
09/04/2026 15:26:10 UTC
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STEFFCO LIMITED, t/a Bidgen)

Signed (for STEFFCO LIMITED, t/a RESOURCE)

Tobias Willcocks

Print name

Print name

09/04/2026

Date

Date