

Insight Direct (UK) Ltd  
The Atrium  
1 Harefield Road  
Uxbridge  
UB8 1PH

Attn: REDACT

Date: 20<sup>th</sup> December 2016

Procurement ref: CCSO16B24

Dear Sir/Madam,

**Award of contract for the supply of CorelDraw Licenses**

Further to your submission of a Tender/Proposal for the above Procurement, on behalf of Ministry of Defence (the "Authority"), I am writing to advise that the procurement is now complete

I am pleased to inform you that your company ranked first in our evaluation and therefore we would like to award the contract to you.

The attached appendix provides detailed feedback on your submitted proposal.

The call-off contract shall commence 23<sup>rd</sup> day of December 2016 and shall expire upon successful delivery of the licences.

The total contract value shall be £16,313.96.

This procurement activity was a further competition under framework RM3733 Technology Products 2, Lot 1 Hardware and the framework Terms and Conditions shall apply. A copy of the order form and contract is provided with this Award Letter and includes those framework terms and conditions.

To proceed with this award and its associated order please sign the Order Form attached and return to the undersigned procurement lead AND REDACT (CCS Senior Procurement Specialist, CCS Newport/Bristol) REDACT

The Call-Off payment terms (and any payment terms quoted during the Tender process) are revised (see Order Form) as a direct consequence of the current MOD system down-time period of the MoD P2P.

As the MOD P2P system is down please accept this Award Letter as approval that MOD wish to proceed with the Order. The Goods/Services should be delivered to the agreed location and within the agreed stated delivery dates. Do not wait for this to be ordered through the MOD system.

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OFFICIAL



Please ensure that the signed copy of the contract is submitted via the e-sourcing suite by Friday 23<sup>rd</sup> December 2016. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Should you have any queries regarding this or any other matter please do not hesitate to contact me.

Yours faithfully,

Signed for and on behalf of Ministry of Defence

Name: redact – Sourcing Executive

Signature: redact

Date: 20<sup>th</sup> December 2016