

OFFICIAL			
 Crown Commercial Service		9 <sup>th</sup> Floor, The Capital, Old Hall Street, Liverpool. L3 9PP	Tel: 0345 010 3503
			Email: <a href="mailto:info@crowncommercial.gov.uk">info@crowncommercial.gov.uk</a>
			<a href="http://www.gov.uk/ccs">www.gov.uk/ccs</a>

**REDACTED TEXT under FOIA Section 40, Personal Information**  
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Attn: **REDACTED TEXT under FOIA Section 40, Personal Information**  
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Date: 18 April 2024  
Contract ref: CCCS24A03

Dear Madam,

**Award of contract for the Provision of Newspaper Licensing**

Following your quotation for the provision of Newspaper Licensing to HM Treasury (the Buyer), we are pleased to award this contract to you.

This letter, together with NLA Media Access Ltd (the Supplier) Terms and Conditions at Annex 1 sets out the terms between the Parties for the provision of the services.

- 1. For the purposes of the Agreement, the Contracting Authority and the Supplier agree as follows:**
- 1.1. The Services shall be performed at the Supplier’s premises. NLA media access Limited, **REDACTED TEXT under FOIA Section 40, Personal Information**
  - 1.2. The charges for the Services shall be as set out in Annex 2 - Price Schedule. The total contract value shall be £61,842.19 Excluding VAT.
  - 1.3. The specification of the Services to be supplied is as set out in Annex 3- Statement of Requirements.

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1.4. The Term shall commence on 2nd April 2024 (the “Start Date”) and the Expiry Date shall be 1<sup>st</sup> April 2025 on which the contract will end, there is no option to extend this contract.

1.5. The following are the Key Personnel for the purposes of the Agreement:

**For the Supplier:**

Name	Title/Role for the Supplier
REDACTED TEXT under FOIA Section 40, Personal Information	REDACTED TEXT under FOIA Section 40, Personal Information

**For the Contracting Authority:**

Name	Title/Role for the Contracting Authority
REDACTED TEXT under FOIA Section 40, Personal Information	REDACTED TEXT under FOIA Section 40, Personal Information

**2. Payment**

- 2.1. All invoices must be sent, quoting a valid purchase order number (PO Number), to: **REDACTED TEXT under FOIA Section 40, Personal Information** or Accounts Payable, **REDACTED TEXT under FOIA Section 40, Personal Information** within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.
- 2.2. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name and telephone number) of your Contracting Authority contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact Accounts Payable either by email to **REDACTED TEXT under FOIA Section 40, Personal Information** or by telephone **REDACTED TEXT under FOIA Section 40, Personal Information**

**3. Liaison**

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3.1. For general liaison your contact will continue to be **REDACTED TEXT under FOIA Section 40, Personal Information**

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **REDACTED TEXT under FOIA Section 40, Personal Information** within 3 days from the date of this letter. Please insert the following Thread 'CCCS24A03' into your email to ensure the email is received in the chain. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference number above in any future communications relating to this Contract. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of HM Treasury ("the Customer")

Name: **REDACTED TEXT under FOIA Section 40, Personal Information**

Job Title: **REDACTED TEXT under FOIA Section 40, Personal Information**

Signature: **REDACTED TEXT under FOIA Section 40, Personal Information**

Date: 16/04/2024

We accept the terms set out in this letter and its Annexes, including the Conditions.

Signed for and on behalf of Newspaper Licensing Agency ("the Supplier")

Name: **REDACTED TEXT under FOIA Section 40, Personal Information**

Job Title: **REDACTED TEXT under FOIA Section 40, Personal Information**

Signature: **REDACTED TEXT under FOIA Section 40, Personal Information**

Date: 10/04/2024

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