**Public Group International**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

Attn:  **REDACTED TEXT under FOIA Section 40, Personal Information.**

Date: 20th January 2023

Contract Reference: CCIS23A01

Dear Sir,

**Award of contract for the Provision of Content Designer for CAS**

Following your bid / proposal for the provision of an SME content designer for CAS to Crown Commercial Services, (The Contracting Authority) we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract between Crown Commercial Services as the Contracting Authority and Public Group International as the Supplier for the provision of the Services. 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 Annex 1 to this Award Letter (the “**Conditions**”). In the event of any conflict between this Award Letter (and its Annexes) and the Conditions, this Award Letter (and its Annexes) shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

1. **For the purposes of the Agreement, the Contracting Authority and the Supplier agree as follows:** 
   1. The Services shall be delivered at **REDACTED TEXT under FOIA Section 40, Personal Information**
   2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £47,225.00 ex vat There is an option to extend for 3 months subject to budgetary approval
   3. The specification of the Services to be supplied is as set out in Annex 3.
   4. The Date of Delivery shall be 3rd January 2023
   5. The Term shall commence on 3rd January 2023 (the “Start Date”) and the Expiry Date shall be 31st March 2023. The customer reserves the option to extend for a further 3 months subject to budgetary approval
   6. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| ***Crown Commercial Service* REDACTED TEXT under FOIA Section 40, Personal Information**  Email: **REDACTED TEXT under FOIA Section 40, Personal Information** | **Public Group International**  **REDACTED TEXT under FOIA Section 40, Personal Information**  Email: **REDACTED TEXT under FOIA Section 40, Personal Information** |

* 1. The following persons are Key Personnel for the purposes of the Agreement:
     1. 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** |

1.7.2 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** |

1. **Payment**

All invoices must be sent, quoting a valid purchase order number (PO Number), to: **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.

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

1. **Liaison**

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 the procurement lead: **REDACTED TEXT under FOIA Section 40, Personal Information** by Monday 23rd January 2023. 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.

Thank you for your cooperation.

Yours faithfully,

|  |  |
| --- | --- |
| Signed for and on behalf of **Crown Commercial Service** | |
| **REDACTED TEXT under FOIA Section 40, Personal Information** |  |
| **REDACTED TEXT under FOIA Section 40, Personal Information** |  |
| **REDACTED TEXT under FOIA Section 40, Personal Information** |  |

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

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| Signed for and on behalf of **Public Group International** |
| **REDACTED TEXT under FOIA Section 40, Personal Information** |
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| **REDACTED TEXT under FOIA Section 40, Personal Information** |