



**Apolitical Group Limited**

**REDACTED**

**REDACTED**

**REDACTED**

Attn: **REDACTED**

**REDACTED**

Date: 14/10/2016

Procurement ref: CCC016A14

Dear Sir/Madam,

**Award of contract for the supply of Business with a Purpose Platform**

Following your tender / proposal for the supply of a Business with a Purpose Platform to Cabinet Office, 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 Cabinet Office as the Customer and Apolitical Group Limited 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 Customer and the Supplier agree as follows:**

- 1.1. The Services shall be delivered at the Supplier's premises.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £19,999.98, including all extension options.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier's response at Annex 4. Where there is a conflict, Annex 4 shall take precedence.
- 1.4. The Term shall commence on Monday 17/10/2016 (the “Start Date”) and the Expiry Date shall be Monday 16/10/2017 unless extended or subject to early termination.



1.5. The address for notices of the Parties are:

**Customer**  
Cabinet Office  
**REDACTED**  
**REDACTED**  
**REDACTED**

**Supplier**  
Apolitical Group Limited  
**REDACTED**  
**REDACTED**  
**REDACTED**

Attention: **REDACTED**  
Email: **REDACTED**

Attention: **REDACTED**  
Email: **REDACTED**

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

Name	Title/Role
<b>REDACTED</b>	<b>Contracting Authority Contact</b>

## 2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: **REDACTED**. Within 10 working days of receipt of your countersigned copy of this letter, the Customer will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

## 3. Liaison

For general liaison your contact will continue to be **REDACTED**, email: **REDACTED**.

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to Matthew Parsons at the above address **within 7** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the procurement 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.

Yours faithfully,

**REDACTED**

**REDACTED**

Signed for and on behalf of Cabinet Office ("the Customer")

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: 14/10/2016



Crown  
Commercial  
Service

OFFICIAL

2nd Floor, Aviation House, 125 Kingsway, London WC2B 6NH  
T 0207 276 8886  
E ManagedProcurementService@cro  
wncommercial.gov.uk

[www.gov.uk/ccs](http://www.gov.uk/ccs)

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

Signed for and on behalf of Apolitical Group Limited ("the Supplier")

Name:

Job Title:

Signature:

Date:

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OFFICIAL

Award letter

V1.0 14/10/2016