



Dods Group PLC  
11th Floor,  
The Shard  
32 London Bridge Street  
London  
SE1 9SG  
Attn: **REDACTED**  
**REDACTED**

Date: 22/09/2020

Contract Reference: CCCO20A18

Dear **REDACTED**

**Award of contract for the Provision of Civil Service Diversity and Inclusion Awards 2020**

This letter (Award Letter) and its Annexes set out the terms of the contract between Cabinet Office as the Contracting Authority and Dods Group PLC 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:**

- 1.1. The Event Services shall be carried out in either the Foreign and Commonwealth Office, King Charles Street, London, and/or by virtual online ceremony. This shall be confirmed once the restrictions on social distancing are known nearer to the time.
- 1.2. The charges for the Services shall be as set out in Annex 2. **REDACTED**
- 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 conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on Wednesday 1<sup>st</sup> day of January 2020 (the “Start Date”) and the Expiry Date shall be Wednesday 31<sup>st</sup> day of March 2021.
- 1.5. The address for notices of the Parties are:

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OFFICIAL



**Contracting Authority**

Cabinet Office  
4th Floor,  
151 Buckingham Palace Road, Westminster,  
London,  
SW1W 9SZ  
Attention: **REDACTED**  
Email: **REDACTED**

**Supplier**

Dods Group PLC  
11th Floor,  
The Shard  
32 London Bridge Street  
London  
SE1 9SG  
Attention: **REDACTED**  
**REDACTED**

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

1.6.1. For the Supplier:

Name	Title/Role for the Supplier
REDACTED	REDACTED

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	REDACTED

## 2. Payment

This is a nil-value contract to the Authority, therefore, there is no invoicing schedule arrangement required from the Agency by the Authority.

The Supplier is required to put in place and organise their own invoicing arrangements with the sponsor(s) for payment of any services delivered under this contract.

The Supplier should provide to the Authority their invoicing terms for subcontractors and the sponsor.

## 3. Liaison

For general liaison your contact will continue to be the Contracting Authority's contract manager **REDACTED**



Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter via the messaging service **within [2] working** days from the date of this letter. 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 sincerely,

Signed for and on behalf of the Cabinet Office (“the Customer”)  
Name:

Job Title: **REDACTED**

Signature: **REDACTED**

Date: **REDACTED**

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

Signed for and on behalf of **REDACTED** (“the  
Supplier”)

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: **REDACTED**