Emedia Monitor GMBH

Baberbergerstrasse 9/17,

A-1010,

Vienna,

Austria

Attn:  **REDACTED**

**REDACTED**

Date: *12/05/2021*

Contract Reference: CCCO21A04

Dear **REDACTED**,

**Award of contract for the Provision of Access to Media Monitoring Services**

Following your bid / proposal for the provision of Access to Media Monitoring 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 Cabinet Office as the Contracting Authority and *Emedia Monitor GMBH* 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 performed at the Supplier’s premises

 Emedia Monitor GMBH, Baberbergerstrasse 9/17, A-1010, Vienna, Austria.

* 1. The charges for the Services shall be as set out in Annex C. The total contract value shall be £13,104.00 for 12 months with a 1 year extension option.
	2. The specification of the Services to be supplied is as set out in Annex C. Where there is conflict Annex A shall take precedence.
	3. The Term shall commence on *1st April 2021* (the “Start Date”) and the Expiry Date shall be *31st March 2022. There is a one year extension option.*
	4. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| Cabinet Office70 Whitehall London,SW1A 2ASAttention**: REDACTED**Email: **REDACTED** | Attention: Emedia Monitor GMBHBaberbergerstrasse 9/17,A-1010, Vienna, Austria.Email: **REDACTED** |

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

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Supplier** |
| **REDACTED** |  Account Manager |

1.7.2 For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| **REDACTED** | Commercial Manager |

1. **Payment**

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Cabinet Office, SSCL Invoice Team, Room 6124, Tomlinson House, Norcross Lane, THORNTON CLEVELEYS LANCASHIRE, FYS 3TA. Nick.martin@cabinetoffice.gov.ukwithin 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 Accounts Payable either by email to **REDACTED**

1. **Terms and conditions**

The terms and conditions are included in the Annex D as agreed upon by the customer and supplier.

1. **Liaison**

For general liaison your contact will continue to be Nick Martin, Head of Cabinet Office Media Monitoring Unit. Nick.martin@cabinetoffice.gov.uk

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **REDACTED** at **REDACTED**  within 2days 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 faithfully,

|  |
| --- |
| Signed for and on behalf of Cabinet Officethe Customer”) |
| Name: **REDACTED**Job Title:**REDACTED** |  |
| Signature:  |  |
| Date:  |  |

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 Emedia Monitor GMBH(“the Supplier”) |
| Name**: REDACTED**Job Title: **REDACTED** |
| Signature: |
| Date: |