



Matrix Booking Limited

[REDACTED]

Attn: [REDACTED]

[REDACTED]

Date: 25th January 2022

Contract ref: CCSO21A55

Dear **[REDACTED]**,

Award of contract for Smarter Working Room Booking Software

On behalf of the Crown Commercial Service (the “Contracting Authority”), I am pleased to inform you that you have been identified by the Contracting Authority as the Supplier in line with the RM1557.12 G-Cloud 12 Commercial Agreement parameters for Direct Award and therefore we would like to award the contract to you.

The call-off contract shall commence 1st day of February 2022 and the Expiry Date will be 31st day of January 2024. There shall be an option to extend this Contract by two (2) periods of twelve (12) months each. The total contract value shall be £70,663.00 (excluding VAT and not including any extension options).

This procurement activity was a Direct Award under Commercial Agreement RM1557.12 G-Cloud 12, Lot 2: Cloud Software and the Commercial Agreement Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those terms and conditions.

Please sign the Call-Off Contract and forward to the Procurement Lead electronically by 13:00pm on Friday 28th January 2022. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

A copy signed on behalf of the Contracting Authority will be returned for your records.

Should you have any queries regarding this or any other matter please do not hesitate to contact me.



Crown
Commercial
Service

OFFICIAL

9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

Tel: 0345 010 3503
Email: info@crowncommercial.gov.uk

www.gov.uk/ccs

Yours faithfully,

Signed for and on behalf of the Contracting Authority

[REDACTED]

OFFICIAL

Call Off Award letter v3.0
26th January 2022
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