



REDACTED TEXT

Attn: REDACTED TEXT
REDACTED TEXT

05/04/2017

Procurement ref: CCCO17A05

Dear Sir,

Award of contract for the supply of a Radio Filler Tracking Service

Following your proposal for the supply of radio tracking services of Commercial UK Radio to the Cabinet Office and No. 10, 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 the Cabinet Office as the Customer and Radio Monitor 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 performed at the premises of the Supplier – REDACTED TEXT with occasional attendance at the premises of the Customer – REDACTED TEXT.
- 1.2. The charges for the Services shall be as set out in Annex 2. The annual contract value is £15,492.00. The total contract value shall be £46,476.00, 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 conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on Friday 7th April 2017 (the “Start Date”) and the Expiry Date shall be Monday 8th April 2019. **The Authority reserves the option to extend the contract by a further one (1) year period.**

- 1.5. The address for notices of the Parties are:

Customer

Supplier

REDACTED TEXT

REDACTED TEXT

OFFICIAL



Attention: REDACTED TEXT
Email: REDACTED TEXT

Attention: REDACTED TEXT
Email: REDACTED TEXT

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

Name	Title/Role
REDACTED TEXT	REDACTED TEXT
REDACTED TEXT	REDACTED TEXT

1.7. The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a “**Relevant Conviction**”), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

2. Payment

2.1. Payment in relation to this Contract will take the format of a one off payment, made to the Potential Provider at the beginning of the financial year.

2.2. Invoices should be sent to;

2.2.1. REDACTED TEXT

REDACTED TEXT

3. Liaison

3.1. For general liaison your contact will continue to be REDACTED TEXT (REDACTED TEXT).

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 the Crown Commercial Service through the eSourcing Portal within 2 working days. 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.

Yours faithfully,

REDACTED TEXT

REDACTED TEXT,

Procurement Specialist



Crown
Commercial
Service

OFFICIAL

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

T 0345 010 3503
E info@crowncommercial.gov.uk

www.gov.uk/ccs

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

REDACTED TEXT
REDACTED TEXT

Signature:

Date:

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

Signed for and on behalf of Radio Monitor Limited (“the Supplier”)

REDACTED TEXT
REDACTED TEXT

Signature:

Date:

OFFICIAL