



**SIGNAL MEDIA LIMITED  
REDACTED TEXT**

Attn: **REDACTED TEXT**

Date: **19<sup>th</sup> June 2020**

Contract Reference: **CCIH20A28**

Dear Sir/Madam,

**Award of contract for the provision of media analysis on government Covid-19 communications**

Following your bid / proposal for the provision of the tools and services for the provision of media monitoring and analysis for the Cabinet Office, (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 Signal Media Limited as the Supplier for the provision of the Goods/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 Goods/Services shall be delivered/performed at the Suppliers premises. The Authority’s offices may be located at Cabinet Office, **REDACTED TEXT**. Briefings, reporting and debriefs will be held virtually or if appropriate at the offices of the Authority.
- 1.2. The charges for the Goods/Services shall be as set out in Annex 2. The total contract value shall be £99,828.00.
- 1.3. The specification of the Goods/Services to be supplied is as set out in Annex 3 and within the Supplier’s Specification document set out at Annex 4. Where there is conflict Annex 4 shall take precedence.
- 1.4. The Term shall commence on 27<sup>th</sup> April 2020 (the “Start Date”) and the Expiry Date shall be 26<sup>th</sup> April 2021.
- 1.5. The address for notices of the Parties are:

Contracting Authority

Supplier

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Cabinet Office  
**REDACTED TEXT**

Signal Media Limited  
**REDACTED TEXT**

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 TEXT	REDACTED TEXT
REDACTED TEXT	REDACTED TEXT
REDACTED TEXT	REDACTED TEXT

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED TEXT	REDACTED TEXT
REDACTED TEXT	REDACTED TEXT
REDACTED TEXT	REDACTED TEXT
REDACTED TEXT	REDACTED TEXT

For the purposes of the Agreement the Staff Vetting Procedures/data security requirements within Annex 3.

## 2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: SSCL - Accounts Receivable, **REDACTED TEXT**. Within 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 SSCL - Accounts Receivable either by email to **REDACTED TEXT** or by telephone **REDACTED TEXT**.

## 3. Liaison

For general liaison your contact will continue to be **REDACTED TEXT**.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **REDACTED TEXT** by emailing **REDACTED TEXT** within 7 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.

Thank you for your cooperation.



Crown  
Commercial  
Service

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9<sup>th</sup> Floor, The Capital,  
Old Hall Street, Liverpool.  
L3 9PP

T 0345 010 3503  
E [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk)

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

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Yours faithfully,

**REDACTED TEXT** 19<sup>th</sup> June 2020

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

Signed for and on behalf of Signal Media Limited  
("the Supplier")

**REDACTED TEXT**

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

**REDACTED TEXT**

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