

**REDACTED**

Attn: **REDACTED**

Date: Thursday 3<sup>rd</sup> May 2018

Procurement ref: CCCR17A04

Dear Madam,

**Award of contract for the supply of a Secure Courier Service for UKVI**

Further to your submission of a Tender/Proposal for the above Procurement, on behalf of UK Visas and Immigration (the "Authority"), I am writing to advise that the procurement is now complete.

I am pleased to inform you that your company ranked first in our evaluation and therefore we would like to award the contract to you.

The attached appendix provides detailed feedback on your submitted proposal.

The call-off contract shall commence 5<sup>th</sup> day of May 2018 and the Expiry Date will be 4<sup>th</sup> day of May 2021. The Authority reserves the option to extend the call-off contract by 1 periods of 1 year. The total contract value shall be £400,000.00 including all extension options.

This procurement activity was a further competition under framework RM3798 Courier Services Lot 2: Secure collection and delivery of sensitive documents and parcels and the framework Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those framework terms and conditions.

Please print and sign a copy and forward to the Procurement Lead electronically via the e-Sourcing Suites' messaging service. They in turn will manage its ratification and return a copy for your records.

Please ensure that the signed copy of the contract is submitted via the e-sourcing suite by Friday 4<sup>th</sup> May 2018 at 12:00. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

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

Yours faithfully,

Signed for and on behalf of UK Visas and Immigration

Name: **REDACTED**

Signature: **REDACTED**

Date: 03/05/2018

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OFFICIAL