Methods Business & Digital Technology Limited

Saffron House

6-10 Kirby Street

London

EC1N 8TS

Attn: **Redacted**

**Redacted** Date: 29th January 2021

 Contract ref: CCCC20B80

Dear **Redacted**

**Award of contract for Provision of Consultancy for OGP Capability Assessment**

Further to your submission of a bid for the above Procurement, on behalf of Office of Government Property (the “Authority”), I am pleased to inform you that you ranked first in our evaluation and therefore we would like to award the contract to you.

The attached appendix provides detailed feedback on your submission.

The call-off contract shall commence 1st day of February 2021 and the Expiry Date will be 31st day of March 2021. The total contract value shall be £40,675.00 (exc VAT).

This procurement activity was a Call Off under Commercial Agreement RM6008 Management Consultancy Framework Two Lot 4 Strategic Consultancy Services 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 print and sign a copy of the Call Off Order form and forward to the Procurement Lead electronically via the e-Sourcing Suites’ messaging service by 15:00 on 29th January 2021. 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.

Yours sincerely,

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| Signed for and on behalf of Office of Government Property |
| Name: **Redacted** |  |
| Signature: |  |
| Date: 29th January 2021 |  |