**REDACTED TEXT under FOIA Section 40, Personal Information**.

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Attn:  **REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

Date: **15*th September 2022***

Contract ref: ***CCZX22A14***

Dear **REDACTED TEXT under FOIA Section 40, Personal Information**.

**Award of contract for the Provision of a Press Cuttings Service**

Further to your submission of a bid for the above Procurement, on behalf of The Home Office (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 November 2022 and the Expiry Date will be 31st day of October 2023. The Contracting Authority reserves the option to extend the call-off contract by two (2) periods of one (1) year. The total contract value shall be £195,000.00 including all extension options.

This procurement activity was a Call Off under Commercial Agreement RM6134 Media Monitoring and Associated Services, Lot 1: Media Monitoring and Associated 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 sign the Order From and forward to the Procurement Lead electronically via the e-Sourcing Suites’ messaging service by 12:00 Friday 16th September 2022. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed Order Form is received. The contact details for the Contracting Authority can be found on page 4 of the Order Form.

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,

|  |  |
| --- | --- |
| Signed for and on behalf of ***Crown Commercial Service*** | |
| Name: **REDACTED TEXT under FOIA Section 40, Personal Information**. ***Customer Service Manager*** |  |
| Signature: **REDACTED TEXT under FOIA Section 40, Personal Information**. |  |
| Date: 15th September 2022 |  |