



Sightline Media Limited
REDACTED

Attn: **REDACTED**

Date: **29/05/2020**

Contract Reference: **CCCO20A07**

Dear **REDACTED**,

Award of contract for the Provision of Video Vignette Production

Following your bid for the provision of Provision of Video Vignette Production to 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 Sightline Media Limited as the Supplier for the provision of the Goods and 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 and Services shall be delivered/performed at **the Supplier’s premises and/or a third party’s premises and in each case the Supplier needs to provide address details to the Customer.**
- 1.2. The charges for the Goods and Services shall be as set out in Annex 2. The total contract value shall be £64,073.00, inclusive of all extension options but exclusive of VAT.
- 1.3. The specification of the Goods and Services to be supplied is as set out in Annex 3 and within the Supplier’s response at Annex 4, subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on agreement between the Supplier and Customer on the 5th of June 2020 (the “Start Date”) and the Expiry Date shall be *the 4th December 2020 on which the contract will end unless extended or subject to early termination*]. The Customer reserves the option to extend the contract by two (2) months.
- 1.5. The address for notices of the Parties are:

OFFICIAL



Contracting Authority

Cabinet Office
REDACTED

Supplier

Sightline Media Limited
REDACTED

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	REDACTED
REDACTED	REDACTED

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	Cabinet Office
REDACTED	Cabinet Office

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

1.7. The Contracting Authority 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 Contracting Authority, or is of a type otherwise advised by the Contracting Authority (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 can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

2.2. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

Invoices should be submitted to: **REDACTED**



All invoices must be sent, quoting a valid purchase order number (PO Number), to **REDACTED**. 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 - by email to **REDACTED**

3. Liaison

For general liaison your contact will continue to be **REDACTED (as above)** or, in their absence, **REDACTED**

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to the procurement lead via the portal system by 12:00 pm 01/06/2020. 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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of **Cabinet Office**

Name: **REDACTED**

Job Title: **Category Sourcing Executive**

Signature: **REDACTED**

Date: 29/05/2020



Crown
Commercial
Service

OFFICIAL

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

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

www.gov.uk/ccs

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

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

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date:

OFFICIAL