

Language Empire Ltd  
Deeplish House  
174 Milkstone Road  
Rochdale  
Lancashire  
OL11 1NA

Attn: [REDACTED]

[REDACTED]

Date: 12/09/2017

Procurement ref: CCIN17A04

Dear [REDACTED],

**Award of contract for the supply of Language Services Requirements for Her Majesty's Passport Office**

Further to your submission of a Tender/Proposal for the above Procurement, on behalf of Her Majesty's Passport Office (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 18<sup>th</sup> September 2017 and the Expiry Date will be 17th September 2020. The Authority reserves the option to extend the call-off contract by 1 year. The total contract value shall be £400,000.00 excluding the extension options.

This procurement activity was a further competition under framework RM1092 Language Services Framework, Lot 1 Managed Service 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 12pm on Friday 15<sup>th</sup> September 2017. 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 Sincerely,

Signed for and on behalf of Her Majesty's Passport Office

Name: [REDACTED]

Category Executive



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Service

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Signature:

Date: 08/08/2017

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