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

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

Email: **REDACTED TEXT under FOIA Section 40, Personal Information**

Date: 13th April 2023

Contract ref: CCIS23A03

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

**Award of contract for the supply of The Provision of Asana License**

Further to your submission of a bid for the above Procurement, on behalf of Cabinet 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 call-off contract shall commence 17th day of April 2023 and the Expiry Date will be 16th day of April 2024. The Buyer reserves the option to extend the call-off contract by 1 period of 12 months. The total contract value shall be £48,600 ex VAT. The extension option is subject to further budgetary approval.

This procurement activity was a Direct Award under Commercial Agreement RM1557.13 G Cloud 13, Lot 2 Software 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 Call-Off Contract/Terms and Conditions (Attachment 5) and forward to Hamza Kiani electronically by 15:00pm on Tuesday 11th April 2023.

A copy signed on behalf of the Buyer 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 faithfully,

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| Signed for and on behalf of Crown Commercial Service |
| Name: **REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information** |  |
| Signature: **REDACTED TEXT under FOIA Section 40, Personal Information** |  |
| Date: 11/04/2023 |  |