



Department for Levelling Up,
Housing & Communities

Department for Levelling Up,
Housing & Communities
Fry Building
2 Marsham Street
London, SW1P 4DF

Ocean Media Group
Suite 6.04, 6th Floor
Exchange Tower
1 Harbour Exchange Square
London
E14 9GE

F.A.O. [REDACTED]

Procurement ref: CPD4124095

15/11/2022

DLUHC Inside Housing Magazine Subscription

Following your quote for the 36-month Unlimited Domain Subscription to Inside Housing Magazine (Unlimited users) to the Department for Levelling Up, Housing & Communities, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between DLUHC as the Customer and Ocean Media Group as the Supplier for the provision of the 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.

1 For the purposes of the Agreement, the Customer and the Supplier agree as follows:

- 1.1 The services shall be performed remotely. (For information: Customer's premises are at Fry Building, 2 Marsham Street, London, SW1P 4DF)
- 1.2 The total contract value is £41,569.00 (excluding VAT), payable in advance.
- 1.3 Terms and Conditions will be as per the DLUHC Short Form Terms (Annex A) and as stated in supplier quote document.
- 1.4 The term shall commence on 25/11/2022 (the "Start Date") and the Expiry Date shall be 24/11/2025, unless extended or subject to early termination.
- 1.5 The address notices of the Parties are:

Customer	Supplier
DLUHC Fry Building 2 Marsham Street London, SW1P 4DF Attention: [REDACTED] Email: [REDACTED]	Ocean Media Group Suite 6.04, 6 th Floor Exchange Tower 1 Harbour Exchange Square London E14 9GE Attention: [REDACTED] Email: [REDACTED]

OFFICIAL

1.6 The following persons are Key Personnel for the purposes of the Agreement:

Name	Role/ Organisation
[REDACTED]	Sales Support Executive, Ocean Media Group
[REDACTED]	Senior Information Management Officer, DLUHC

2 Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), detailed description of the services and the applicable coverage dated to [REDACTED] within 10 working days of receipt of your countersigned copy of this letter. The customer 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, description of services, coverage dates and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment.

3 Liaison

For general liaison your contact will be [REDACTED].

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to [REDACTED] within 5 working days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the procurement reference number above in any future communications relating to this contract.

Yours faithfully,

[REDACTED]
Senior Procurement Advisor

Signed for and on behalf of the Secretary of State for the Department for Levelling Up, Housing & Communities (the "Customer")		Signed for and on behalf of The Press Association Limited (the "Supplier")	
Name	[REDACTED]	Name	[REDACTED]
Title	Senior Procurement Advisor	Title	
Signature	[REDACTED]	Signature	[REDACTED]
Date	25/11/22	Date	30/11/2022