

Glasgows
REDACTED

Attn: **REDACTED**

Date: **23rd January 2020**

Contract ref: **CCCS19A05**

Dear Sir/Madam,

Award of contract for the Provision of Event Support for the Crown Commercial Service

Further to your submission of a bid for the above Procurement, on behalf of the Crown Commercial Service (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 3rd day of February 2020 and the Expiry Date will be 2nd day of February 2022. The Contracting Authority reserves the option to extend the call-off contract by one year. The total contract value shall be a maximum of £270,000.00 (ex VAT) including all extension options. No minimum spend is guaranteed.

This procurement activity was a Call Off under Commercial Agreement RM3796 Communication Services, Lot 2 - Events 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 print and sign a copy of this letter and forward to the Procurement Lead electronically via the e-Sourcing Suites' messaging service by 3pm on 28th January 2020.

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 faithfully,

Signed for and on behalf of the **Crown Commercial Service**

Name: **REDACTED**

Signature: **REDACTED**

OFFICIAL