



**Insight Direct (UK) Ltd**  
**4th Floor The Charter Building**  
**Charter Place**  
**Uxbridge**  
**UB8 1JG**

Attn: **REDACTED**  
**REDACTED**

Date: **18th March 2021**

Contract ref: **CCSO21A05**

Dear Roger,

**Award of contract for the supply of a Microsoft Enterprise Agreement**

Further to your submission of a bid for the above Procurement, on behalf of the 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 attached appendix provides detailed feedback on your submission.

The call-off contract shall commence 1<sup>st</sup> day of April 2021 and the Expiry Date will be 31<sup>st</sup> day of March 2024. The Contracting Authority reserves the option to extend the call-off contract by two periods of one year. The total contract value shall be £939,658.68 (ex VAT) excluding extension options.

This procurement activity was a Call Off under Commercial Agreement RM6068 for the provision of Technology Products and Associated Services Lot 3 Software & Associated Services 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 Friday 19th March 2021. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received. 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 Cabinet Office

Name: **REDACTED**  
**REDACTED**

Signature: **REDACTED**

Date: 18<sup>th</sup> March 2021

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Service

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**REDACTED**

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