NLA Media Access Limited

REDACTED

REDACTED

REDACTED

Attn: REDACTED

REDACTED

Date: 29/03/2022

Contract Reference: CCPU22A01

Dear Sir/Madam,

**Award of contract for the Provision of Newspaper Licensing**

Following the evaluation process for the provision of Newspaper Licensing to HMT, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between Her Majesty’s Treasury as the Contracting Authority and NLA Media Access Limited 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. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

1. **For the purposes of the Agreement, the Contracting Authority and the Supplier agree as follows:** 
   1. The/Services shall be performed at the Supplier’s premises.

REDACTED

* 1. The charges for the Services shall be as set out in Annex 2- Price Schedule. The total contract value shall be £197,042, including VAT.
  2. The specification of the Services to be supplied is as set out in Annex 3- Statement of Requirements.
  3. The Term shall commence on 1st April 2022 (the “Start Date”) and the Expiry Date shall be 31st March 2024. There is no extension option.
  4. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| REDACTED  REDACTED  REDACTED  Attention: REDACTED  Email: REDACTED | REDACTED  REDACTED  REDACTED  Attention: REDACTED  Email: REDACTED |
|  |  |

* 1. The following persons are Key Personnel for the purposes of the Agreement:
     1. For the Supplier:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Supplier** |
| REDACTED | REDACTED |

1.7.2 For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| REDACTED | REDACTED |

1. **Payment**

All invoices must be sent, quoting a valid purchase order number (PO Number), to: REDACTED or REDACTED within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority 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, item number (if applicable) and the details (name and telephone number) of your Contracting Authority contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact Accounts Payable either by email to REDACTED or by telephone REDACTED

1. **Liaison**

For general liaison your contact will continue to be REDACTED, REDACTED.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED/CCS at [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk) within 3 days from the date of this letter. Please insert the following Thread ID; *ref:00Db0egy4.\_5004LFDDle* into your email to ensure the email is received in the correct place. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference number above in any future communications relating to this Contract. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Thank you for your cooperation.

Yours faithfully,

|  |  |
| --- | --- |
| Signed for and on behalf of (“the Customer”) | |
| Name: REDACTED  Job Title:*REDACTED*  Signature: REDACTED |  |
| Date: REDACTED |  |
|  |  |

We accept the terms set out in this letter and its Annexes, including the Conditions.

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| Signed for and on behalf of NLA Media Access Limited  (“the Supplier”) |
| Name**:** REDACTED  Job Title: REDACTED |
| Signature: REDACTED |
| Date: REDACTED |