

Royal Mail Group Limited  
**REDACTED**

Attn: **REDACTED**

Date: 12<sup>th</sup> November 2019

Contract ref: CCCR19A01

Dear Sir/Madam,

**Award of contract for the supply of Gender Pay Gap Postal Services Requirement**

Further to your submission of a bid for the above Procurement, on behalf of the Government Equalities 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 on the 15<sup>th</sup> of November 2019 and the Expiry Date will be on the 14<sup>th</sup> of November 2020. The Contracting Authority reserves the option to extend the call-off contract up to one year subject to further financial approval. The total contract value shall be £17,045.00 (excluding VAT).

This procurement activity was a Call off under Commercial Agreement RM1063, Postal Goods and Services Lot 1 Collection & Delivery 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 5:00pm 13<sup>th</sup> November 2019.

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 Government Equalities Office

Name: **REDACTED**

Signature: **REDACTED**

Date: