**Dragonfly Eye Limited  
3 More London Riverside**

**London**

**SE1 2AQ**

Attn:  **Reuben Braden-Bell**

Reuben.braden-bell@dragonflyintelligence.com

Date: 14th February 2022

Contract Reference: CCZN21A75

Dear Sir/Madam,

**Award of contract for the Provision of Geopolitical Data and Analysis**

Following your bid for the provision of Geopolitical data and analysis for the Cabinet Office’s INDEX platform to the Cabinet Office (The Contracting Authority) we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract between the Cabinet Office as the Contracting Authority and Dragonfly Eye 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 Suppliers premises at 3 More London Riverside, London, SE1 2AQ.
   2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £50,000.00 (exc VAT).
   3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier’s response at Annex 4 [subject to any clarifications as set out in Annex 5]. Where there is conflict Annex 3 shall take precedence.
   4. The Term shall commence on the 21st February 2022 (the “Start Date”) and the Expiry Date shall be 20th February 2023.

The address for notices of the Parties are:

|  |  |
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| **Contracting Authority** | **Supplier** |
| Cabinet Office,  1 Horse Guards Road  London  SW1A 2HQ  Attention: Head of Open Source Analysis  Email: ian.birkmyer@cabinetoffice.gov.uk | Dragonfly Eye Limited3 More London Riverside  London  SE1 2AQ  Attention: Business Development Manager  Email reuben.braden-bell@dragonflyintelligence.com |

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

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Supplier** |
| **Reuben Braden-Bell** | **Business Development Manager** |

1.5.2 For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| **Ian Birkmyre** | **Head of Open Source Analysis** |

1. **Payment**

The Supplier will receive an annual payment in advance for access to information and data. Payment will be made following proof of concept for access to information and data sources through the Contracting Authority’s INDEX platform.

Before payment can be considered an invoice must include a detailed elemental breakdown of work completed and work to be undertaken during the contract and the associated costs.

Invoices should be submitted to: PHIA 70 Whitehall, London SW1A 2BQ.

1. **Liaison**

For general liaison your contact will continue to be Ian Birkmyre, ian.birkmyre@cabinetoffice.gov.uk or, in their absence, Francesca Henshaw, francesca.henshaw1@cabinetoffice.gov.uk.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter via the CCS e sourcing portal **within two working** days from the date of this letter. 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,

|  |  |
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| Signed for and on behalf of Cabinet Office(“the Customer”) | |
| Name: Neil Willis  Job Title:Associate Commercial Practitioner |  |
| Signature: Neil Willis |  |
| Date: 14.02.2022 |  |

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 Dragonfly Eye Limited (“the Supplier”) |
| Name**:**  Job Title: |
| Signature: |
| Date: |

Signed for and on behalf of Cabinet Office

(“The Buyer”)

Name:

Job Title

Signature:

Date: