

**Metro Dynamics**  
**REDACTED**

Attn: **REDACTED**

Date: **23/12/2019**

Contract ref: **CCZZ19A56**

Dear Patrick,

**Award of contract for the Provision of Regional Economic Analysis**

Further to your submission of a bid for the above Procurement, on behalf of Ministry of Housing, Communities & Local Government (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 10<sup>th</sup> day of January 2020 and the Expiry Date will be 9<sup>th</sup> day of March 2020. The Contracting Authority reserves the option to extend the call-off contract by 4 weeks.

The total contract value shall be £500,000.00 including all extension options.

This procurement activity was a Call Off under Commercial Agreement RM6018 Research Market Place (DPS) and the Commercial Agreement Terms and Conditions shall apply. A copy of the contract is to follow.

Please print and sign a copy of this letter and forward to the Procurement Lead electronically via the e-Sourcing Suites' messaging service by 10:00am Monday 6<sup>th</sup> January 2020. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed letter is received.

The Contracting Authority would like to invite you to a contract mobilisation meeting on Friday 10<sup>th</sup> January 2020 at their offices. Please confirm your acceptance and provide the names of those members of the team that will be in attendance.

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,

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OFFICIAL

**REDACTED – CCS Head of Procurement**

**FORMATION OF CONTRACT**

**BY SIGNING AND RETURNING THIS AWARD LETTER (which may be done by electronic means) the Supplier agrees to enter a Contract with the Contracting Authority to provide the Services in accordance with the terms of this letter, the advertised requirement as part of the Procurement and the Contract Terms.**

**The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.**

**The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt**

**For and on behalf of the Supplier:**

**For and on behalf of the Customer:**

Name and Title:

Name and Title:

**REDACTED**

**REDACTED**

Signature:

Signature:

**REDACTED**

**REDACTED**

Date:

Date: