

Capita Travel and Events

REDACTED

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REDACTED

Attn: REDACTED

REDACTED

Date: 17th February 2017

Procurement ref: CCPR16A01

Dear Sir/Madam,

Award of contract for the supply of RAF Video Presentation

Further to your submission of a Tender/Proposal for the above Procurement, on behalf of The Ministry of Defence (the "Authority"), I am writing to advise that the procurement is now complete.

I am pleased to inform you that your company ranked first in our evaluation and therefore we would like to award the contract to you.

The attached appendix provides detailed feedback on your submitted proposal.

The call-off contract shall commence 6th day of March 2017 and the Expiry Date will be 5th day of March 2020. The total contract value shall be £150,000.00

This procurement activity was a further competition under framework RM1049 Events Planning Delivery and Related Services, Lot 1- Event Planning, Management and Delivery and the framework Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those framework terms and conditions.

Please print and sign a copy and forward to the Procurement Lead electronically via the e-Sourcing Suites' messaging service. They in turn will manage its ratification and return a copy for your records.

Please ensure that the signed copy of the contract is submitted via the e-sourcing suite by 15:00 24th February 2017. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received

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 Ministry of Defence

REDACTED

Sourcing Specialist

OFFICIAL

REDACTED

17th February 2017