

Crest Advisory (UK) Limited,
REDACTED

Email: REDACTED

Date: 18th September 2018

Procurement ref: CCCS18A05

Dear Sir/Madam,

Award of contract for the supply of professional media services

Following your response for the supply of professional media services to the Grenfell Tower Inquiry we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between the Grenfell Tower Inquiry as the Customer and Crest Advisory (UK) 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 Customer and the Supplier agree as follows:

- 1.1. The Services shall be delivered at Holborn Bars, remotely and other venues as required throughout the life of the contract.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £300,000.00 including all extension options.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3.
- 1.4. The Term shall commence on 18th September 2018 (the “Start Date”) and the Expiry Date shall be 17th September 2019 .The Customer reserves the right to extend the contract by a period of six (6) months.
- 1.5. The address for notices of the Parties are:

Customer

The Grenfell Tower Inquiry
Holborn Bars,
138-142 Holborn,
London EC1N
Attention: REDACTED
Email: REDACTED

Supplier

Crest Advisory (UK) Limited,
32 Tavistock Street,
London,
WC2E 7PB.
Attention: REDACTED
Email: REDACTED

1.6. The following persons are Key Personnel for the purposes of the Agreement:

REDACTED

2. Payment

- 2.1. The Supplier will be required to invoice in line with Cabinet Office process and via purchase order.
- 2.2. Payment will be made monthly in arrears in line with the rate card outlined at Annex 2.
- 2.3. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

3. Liaison

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

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED **within 3** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the procurement reference number above in any future communications with CCS relating to this contract.

Yours faithfully,

REDACTED

Senior Sourcing Specialist -Marketing, Communications & Research

REDACTED

OFFICIAL



9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

T 0345 010 3503
E info@crownccommercial.gov.uk

www.gov.uk/ccs

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

Signed for and on behalf of Crest Advisory (UK) Limited (“the Supplier”)

REDACTED

Signed for and on behalf of the Grenfell Tower Inquiry sponsored by the Cabinet Office
 (“the Customer”)

REDACTED

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