



NLA media access Limited.

REDACTED

Attn: REDACTED

Date: **8th May 2019**

Contract Reference: **CCSO19A15**

Dear Sir/Madam,

Award of contract for the Provision of License for Newspaper Licensing Agency

Following your proposal for the provision of **a License from the NLA media access Limited to Her Majesty's Treasury (HMT)**, (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 (Supplier Terms and Conditions) set out the terms of the contract between **Her Majesty's Treasury (HMT)**, as the Contracting Authority and **NLA media access 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.

1. For the purposes of the Agreement, the Contracting Authority and the Supplier agree as follows:

- 1.1. The Services shall be delivered at REDACTED.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £48,464.14 excluding VAT.
- 1.3. The specification of the Services to be supplied is as set out in section 3 of this award letter.
- 1.4. The Term shall commence on **1st April 2019** (the "Start Date") and the Expiry Date shall be **31st March 2020**.
- 1.5. The address for notices of the Parties are:

Contracting Authority

Supplier

REDACTED

REDACTED



Email: REDACTED

Attn: REDACTED

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

1.6.1. For the Supplier:

Name	Title/Role for the Supplier
REDACTED	REDACTED

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	REDACTED

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: REDACTED. Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name and telephone number) of your Contracting Authority contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact REDACTED

3. Statement of Requirement

REDACTED

4. Price Schedule

Official invoice to follow upon confirmation of quote

HM Treasury

Pricing valid to cover the Contract period: 01/04/19 until 31/03/20

Description	Licence Cover	Quote
Basic Newspaper cover	Permits copying from UK national titles and 10 regional titles - based on a headcount of 1,459	REDACTED
Magazine	Covers copying from 10 magazine titles	REDACTED

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Digital (Universal) Newspapers	Access to Cision - 72 direct recipients, receiving approx. 20,670 cuttings per annum Permission granted for all staff to have access to a maximum of 60 cuttings per day under the Universal tariff	REDACTED
Total renewal fee (EXC VAT)		£48,464.14
VAT @ 20%		REDACTED
Total Inc. VAT		REDACTED

REDACTED

5. Liaison

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 at the above address **within 2** 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,

Signed for and on behalf of **Her Majesty's Treasury** ("the Customer")
Name: REDACTED

Job Title: REDACTED

Signature: REDACTED

Date: REDACTED

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

Signed for and on behalf of **NLA media access Limited** (the Supplier")

Name: REDACTED

Job Title: REDACTED

Signature: REDACTED



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Date: REDACTED

SCHEDULE 7 - PROCESSING, PERSONAL DATA AND DATA SUBJECTS

REDACTED

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