*Press Data Ltd*

*1 St. Colme Street,*

*Edinburgh*

*EH3 6AA*

*Scotland*

Attn: **Redacted under FOIA section 40, Personal Information**

**Date:** *27/07/2023*

**Contract ref:** *CCCS23A05*

Dear **Redacted under FOIA section 40, Personal Information**

**Award of contract for the supply of The Provision of Verbatim Transcripts**

Further to your submission of a bid for the above Procurement, on behalf of The Cabinet Office (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 28th day of July 2023 and the Expiry Date will be 278th day of July 2026. The total contract value shall be £108,000.

This procurement activity was a Call Off under Commercial Agreement RM3164 Media Monitoring and Associated Services, and the Commercial Agreement Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those terms and conditions.

Please sign the Call-Off Contract/Terms and Conditions (Attachment 5) and forward to the Procurement Lead electronically via the e-Sourcing Suites’ messaging service by 17:00 28/07/2023.

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,

| Signed for and on behalf of The Cabinet Office | |
| --- | --- |
| Name: **Redacted under FOIA section 40, Personal Information** |  |
| Signature: **Redacted under FOIA section 40, Personal Information** |  |
| Date: 27/07/2023 |  |