**JGA Ltd  
5 Jardine House**

**Harrovian Business Village**

**Bessborough Road**

**Harrow**

**Middlesex**

**HA1 3EX**

Attn: **REDACTED TEXT**

**REDACTED TEXT**

Date: 1st September 2020

Contract ref: CCZP20A04

Dear Sir,

**Award of contract for the Provision of Apprenticeship Training for Level 4 PR & Communications for GCS**

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 on Wednesday 2nd September 2020 and the Expiry Date will be Tuesday 1st November 2022. There are two options to extend for a one year period, to be reviewed on an annual basis. The total contract value for six apprentices shall be £51,300.00 (excluding VAT).

This procurement activity was a competition using the RM6102 Apprenticeship Training Dynamic Marketplace DPS Framework – Standard Approach, 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 a copy of the attached order form and forward to the Procurement Lead electronically via the e-Sourcing Suites’ messaging service by 11:00 on Wednesday 2nd September 2020. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

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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| --- | --- |
| Signed for and on behalf of the Cabinet Office | |
| Name: REDACTED TEXT |  |
| Signature: REDACTED TEXT |  |
| Date: REDACTED TEXT |  |