| Cabinet Office logo | Civil Service Apprenticeship Unit  Cabinet Office  [csapprenticeships@cabinetoffice.gov.uk](mailto:csapprenticeships@cabinetoffice.gov.uk) |
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| Date: 22 December 2022 |  |
| **REDACTED TEXT under FOIA Section 40, Personal Information**  Director of Enterprise Accounts  Babington Business College |  |
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| **Award of Contract CSR/170 Level 3 HR Support Apprenticeship Training and Related Services contract** | |
| Dear **REDACTED TEXT under FOIA Section 40, Personal Information**  I am pleased to inform you that it is the intention of the Cabinet Office (the Authority) to award a contract (CSR/170) to Babington Business College.  *The Contract*  The Contract shall be based on the following:   1. Babington Business College shall deliver the Level 3 HR Support Apprenticeship Training provision to 3 Cabinet Office staff as specified in the Statement of Requirement**.** 2. The contract value is **£13,500** (exc VAT) as specified in the Statement of Requirement and contract. 3. The contract commencement date will be 9th January 2023 and expiry Date will be 8th January 2025.   Please review the order form, contract terms and Appendix A which is a Cabinet Office Special Terms Schedule to the standard DMP terms. Within Part D of Appendix A, there are sections highlighted in yellow which we need Babington Business College to complete and return to us. If the full terms are acceptable, please sign the Contract Order Form and forward this and the updated Appendix A to  [csapprenticeships@cabinetoffice.gov.uk](mailto:csapprenticeships@cabinetoffice.gov.uk) by 5th January 2023.    A copy signed on behalf of the Contracting Authority will be returned for your records. You are strongly advised not to incur any expense or enter into any binding arrangements until such time as the contract is signed by the Authority.  Should you have any queries regarding this or any other matter please do not hesitate to contact me.    Yours Sincerely  **REDACTED TEXT under FOIA Section 40, Personal Information**  Commercial Lead  Civil Service Apprenticeship Unit | |
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