**Supplier name and address**

**Company Registration Number:**

Date 14 December

Dear Supplier,

**Invitation To Tender: Travel and Venue Solutions**

**Tender FTS Contract Notice Reference Number: 2021/S 000-018170**

**Framework Agreement Reference: RM6217**

Under the Government’s Transparency Agenda, public sector contracting authorities are required to publish awarded contracts (including framework agreements) on the external “Contracts Finder” portal.

Following award of the **RM6217** Framework Agreement, and in support of this agenda, Crown Commercial Services (CCS) will be publishing the populated version of the contractual agreement existing between us.

Whilst it is the intention of the Government to publish in full wherever possible, any information that meets the criteria of an exemption under the Freedom of Information Act (FOIA) can be removed (redacted) before the documents are published. We have reviewed all the information in your framework contract and removed any information that we feel would be appropriate for redaction.

Included with this communication is a document titled “Transparency Agenda – How CCS Approaches Redaction”, which will give you an idea of the type of information we have redacted, together with a copy of your framework contract, showing those redactions already implemented.

If you are content for the redacted version of your framework contract supplied with this letter to be published, please email confirmation of this by 5.00pm on 16/12/2021.

If you are not content and would like to suggest further information for consideration for redaction, please ensure that it meets a criteria for exemption under FOIA. If you believe information should be removed because disclosure would harm your commercial interests (S43 of FOIA), please explain the nature of the harm you believe you will suffer. Please record your justifications on the document at Annex A to the document “Transparency Agenda – How CCS Approaches Redaction”. If we have to decline a request for a further redaction, we will give you an opportunity to provide additional justification before we make a final decision.

We would also like to refer you to Procurement Policy Note (PPN) 01/17 – Update to Transparency Principles, which provides further detail about the disclosure of information:

<https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles>

CCS is accountable for any redactions made, and therefore any decision about whether or not to redact information will be at the sole discretion of CCS.

Please review the redacted version of your framework contract and let us have your response by no later than 5pm on 16 December 2021.

Yours faithfully,

Crown Commercial Service