



Topham Guerin Limited

118 Pall Mall,
London,
United Kingdom,
SW1Y 5ED

Attn: **REDACTED TEXT**

REDACTED TEXT

Date: 7th May 2020

Contract Reference: CCCS20A07

Dear **REDACTED TEXT**

Award of contract for the Provision of Campaign Coordination Services

Following your proposal for the provision of Campaign Coordination Services to the Cabinet Office, (The Contracting Authority) we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between the Cabinet Office as the Contracting Authority and Topham Guerin 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.

Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

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

1.1. The Services shall be delivered as outlined in the statement of requirements (annex 3) and supplier proposal (annex 4) detailed in the attachments to this letter.

1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be no more than £3,000,000, Made up of £1,500,000 for the initial period and £1,500,000 for the total extension periods permissible.

1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier's response at Annex 4. Where there is conflict Annex 3 shall take precedence.

OFFICIAL

1.4. This is a retrospective award due to the urgent nature in how the contract was set up and the Term commenced on 17th March 2020 (the "Start Date"), the Expiry Date shall be 16th September 2020. There are two extension periods available for up to three (3) months per period totalling no more than six (6) months.

1.5. The address for notices of the Parties are:

Contracting Authority

Cabinet Office

1 Horse Guards Road,
London
SW1A 2HQ

REDACTED TEXT

Supplier

Topham Guerin

118 Pall Mall,
London,
United Kingdom,
SW1Y 5ED

REDACTED TEXT

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 TEXT	REDACTED TEXT

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED TEXT	REDACTED TEXT

1.7. The Contracting Authority require the Supplier, and its staff, to sign the confidentiality agreement prior to the commencement of the contract and/or provision of services.

2. Payment

As per Annex 3 – Statement of Requirements.

Please confirm your acceptance of the award of this contract by signing and returning this letter to the Procurement Lead **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.

I look forward to hearing from you

Yours faithfully,

OFFICIAL



Name: [REDACTED TEXT]

Job Title: Head of Procurement – Crown Commercial Service

Date: 7th May 2020

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

Signed for and on behalf of Topham Guerin Limited (“the Supplier”)

Name: [REDACTED TEXT]
Job Title: [REDACTED TEXT]
Signature: [REDACTED TEXT]
Date: [REDACTED TEXT]

Signed for and on behalf of the Cabinet Office (“Contracting Authority”)

Name: [REDACTED TEXT]
Job Title: [REDACTED TEXT]
Signature: [REDACTED TEXT]
Date: [REDACTED TEXT]