



REDACTED

Ocean Media Group
3rd Floor, 4 Harbour Exchange Square,
Isle of Dogs, London E14 9GE.

Date: 11 December 2019

Procurement ref: CPD04/120/143

Award of contract for Inside Housing Unlimited Online Subscription for 3 years

Following your proposal for the above services to the Ministry of Housing, Communities and Local Government (MHCLG), we are pleased to award this contract to you for provision of full online access to Inside Housing for all MHCLG users.

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

- 1.1. The total contract value shall be £32,991.67 excluding VAT.
- 1.2. The terms and conditions will be as per the MHCLG Short Form Terms (Annex 1) and as stated in the supplier quote provided on 21/11/19.
- 1.3. The Term shall commence on 25 November 2019 (the "Start Date") and the Expiry Date shall be 24 November 2022.

1.4. The address for notices of the Parties are:

Customer

***The Ministry of Housing, Communities
and Local Government
Fry Building, 2 Marsham Street
London
SW1P 2DF
Attention: REDACTED***

Supplier

**Ocean Media Group,
3rd Floor, 4 Harbour Exchange
Square,
Isle of Dogs, London E14 9GE.
Attention: REDACTED**

1.5. The following persons are Key Personnel for the purposes of the Agreement:

Name	Title/Role
REDACTED	Contract Manager

- 1.6. The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a "**Relevant Conviction**"), or is found by the Supplier to have a Relevant

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Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: REDACTED. MHCLG will send you a unique Purchase Order as soon as possible. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, service description and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment.

3. Liaison

For general liaison your contact will continue to be REDACTED.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED within 2 days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the procurement reference number above in any future communications relating to this contract.

Yours faithfully,

Signed for the Ministry of Housing, Communities and Local Government ("the Customer")

Name: REDACTED

Signature:

Date:

We accept the award set out in this letter, purchase order to follow.

Signed for and on behalf of Ocean Media Group ("the Supplier")

Name: REDACTED

Signature:

Date:

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