

REDACTED

**Cannon UK Ltd**

REDACTED

**Attn:** REDACTED

Date: Friday 28<sup>th</sup> June 2019

Procurement ref: CCOE19A02

Dear Sir,

**Award of Contract for The Provision of Photocopying Services to** REDACTED

Further to your submission of a Proposal for the above Procurement, on behalf of Ministry of Defence (the "Authority"), I am writing to advise that the procurement is now complete.

I am pleased to inform you that your company ranked first in our evaluation and therefore we would like to award the contract to you.

The call-off contract date will be deemed as installation date. Installation date will be within 21 calendar days following receipt of an order from the contracting Authority.

For the purposes of this agreement the contract period will be for a 5 year period with no option to extend.

The total Contract value shall not exceed £1,120,000.00 exclusive of VAT.

This procurement activity was a further competition under framework Commercial Agreement RM3781 - Multifunctional Devices, Managed Print and Content Services and Records and Information Management, Lot 2 and the framework Terms and Conditions shall apply.

A copy of the contract is provided with this Award Letter and includes those framework terms and conditions.

Please print and sign a copy and forward to the Procurement Lead electronically via the e-Sourcing Suites' messaging service. They in turn will manage its ratification and return a copy for your records.

Please ensure that the signed copy of the contract is submitted via the e-sourcing suite by 17:00 Wednesday 3<sup>rd</sup> July 2019.

Should you have any queries regarding this or any other matter please do not hesitate to contact me.

Yours faithfully,

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OFFICIAL

on behalf of Ministry of Defence

REDACTED

Category Sourcing Specialist

Crown Commercial Service