



DF Press Ltd

REDACTED

Attn: REDACTED

Email: REDACTED

Date: 29<sup>th</sup> April 2021

Contract Reference: **CCSO21A01**

Dear Sir/Madam,

**Award of contract for the Provision of Press Services**

Following your bid / proposal for the provision of **Press Services** to the **Committee on Standards in Public Life (CSPL)** (The Contracting Authority) we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract between **Committee on Standards in Public Life (CSPL)** as the Contracting Authority and **DF Press Ltd** 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 ordinarily be performed at the Authority's premises, 1 Horse Guards Road, London SW1A 2HQ work is being carried out remotely at present.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be a maximum of £96,000.00 (excluding VAT). No minimum spend is guaranteed.
- 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.
- 1.4. The Term shall commence on 1st August 2021 (the "Start Date") and the Expiry Date shall be 31st July 2023.
- 1.5. The address for notices of the Parties are:

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OFFICIAL



### Contracting Authority

Committee on Standards in Public Life  
1 Horse Guards Road  
London  
SW1A 2HQ  
Attention: **REDACTED**  
Email: **REDACTED**

### Supplier

DF Press Ltd  
**REDACTED**  
  
Attention: **REDACTED**  
Email: **REDACTED**

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
<b>REDACTED</b>	<b>REDACTED</b>

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
<b>REDACTED</b>	<b>REDACTED</b>

For the purposes of the Agreement the minimum security requirements are within Annex 3.

1.7. The Contracting Authority 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 Contracting Authority, or is of a type otherwise advised by the Contracting Authority (each such conviction a "Relevant Conviction"), or is found by the Supplier to have a Relevant 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

- 2.1. Monthly itemised invoices quoting a valid purchase order number (PO Number).
- 2.2. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 2.3. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 2.4. Invoices should be submitted to: [public@public-standards.gov.uk](mailto:public@public-standards.gov.uk).

## 3. Liaison

For general liaison your contact will continue to be **REDACTED** or, in their absence, **REDACTED**.



Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **via the eSourcing Portal within 7** 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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of **Committee on Standards in Public Life (CSPL)** ("the Customer")

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: **REDACTED**

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

Signed for and on behalf of **DF Press Ltd** ("the Supplier")

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: **REDACTED**