



**ELKA Consulting**  
REDACTED INFORMATION

Attn: REDACTED INFORMATION

Date: 13 May 2020

Contract Reference: CCZZ20A33

Dear Sir/Madam,

**Award of contract for the Provision of COVID 19 – UrgentRequest GCSI Tunisia**

Following your bid / proposal for the provision of research services into the response and attitudes of the Tunisian public to the COVID – 19 virus to 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 Cabinet Office as the Contracting Authority and ELKA Consulting 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 performed at ELKA Consulting premises in Tunis, Tunisia.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £21,244.00 (inclusive of Tunisian VAT).
- 1.3. The value is based on a supply of eight weeks of surveys but the scope of the contract will allow for additional surveys over a six (6) month term. Should additional surveys be required that results in an increase in value of the contract, then a contract variation will be required which will comply with Regulation 72 of the Public Contract Regulations 2015.
- 1.4. 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.
- 1.5. The confidentiality requirement is set out in the Attachment 6 – Confidentiality Agreement which will need to be signed in addition to this letter.
- 1.6. The Term shall commence on the signing of the contract (the “Start Date”) and the Expiry Date shall be 4<sup>th</sup> November 2020
- 1.7. The address for notices of the Parties are:

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OFFICIAL

**Contracting Authority**

**Cabinet Office**

REDACTED INFORMATION

**Supplier**

**ELKA Consulting**

REDACTED INFORMATION

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

1.8.1. For the Supplier:

Name	Title/Role for the Supplier
REDACTED INFORMATION	REDACTED INFORMATION

1.7.2 For the Contracting Authority:

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

**2. Payment**

All invoices must be sent to: REDACTED INFORMATION

**3. Liaison**

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

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED INFORMATION at the e mail address from which you received the letter **within 3** 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.

Thank you for your cooperation.

Yours faithfully,

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

REDACTED INFORMATION

Signature:

REDACTED INFORMATION

Date: 7<sup>th</sup> May 2020



### **Contract Signatures**

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

Signed for and behalf of ELKA Consulting (“the Supplier”)

Name: REDACTED INFORMATION

Job Title: REDACTED INFORMATION

Signature:

Date

Signed for and on behalf of **GCSI/Cabinet Office** (“the Customer”)

Name: REDACTED INFORMATION

Job Title: REDACTED INFORMATION

Signature:

Date: 13 May 2020