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***Attn:* REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

 Date: ***4th August 2022***

Contract ref: ***CCCS22A02***

Dear **REDACTED TEXT under FOIA Section 40, Personal Information**.,

**Award of contract for the Provision of Event agency RM6124**

Further to your submission of a bid for the above Procurement, on behalf of the Crown Commercial Service (the “Authority”), I am pleased to inform you that you ranked first in our evaluation and therefore we would like to award the contract to you.

The attached appendix provides detailed feedback on your submission.

The call-off contract shall commence 8th day of August 2022 and the Expiry Date will be 4th day of August 2023. The Contracting Authority reserves the option to extend the call-off contract by two (2) periods of six (6) months. The total contract value shall be up to £480,000.00 ex VAT including all extension options. The Authority makes no commitment to spend a maximum or minimum value during the Contract period.

This procurement activity was a Call Off under Commercial Agreement RM6124, communications Marketplace, Lot 1 Communications Marketplace and the Commercial Agreement Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those terms and conditions.

Please sign the Letter of Appointment and forward to the Procurement Lead electronically via the e-Sourcing Suites’ messaging service by 12:00 Friday 5th August 2022. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received. The contact details for the Contracting Authority can be found in Key Staff section of the Letter of Appointment.

A copy signed on behalf of the Contracting Authority will be returned for your records.

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

Yours Sincerely,

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| Signed for and on behalf of ***Crown Commercial Service*** |
| Name: **REDACTED TEXT under FOIA Section 40, Personal Information**.***Customer Service Manager*** |  |
| Signature: **REDACTED TEXT under FOIA Section 40, Personal Information**. |  |
| Date: 4th August 2022 |  |