

OFFICIAL



Crown  
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[www.gov.uk/ccs](http://www.gov.uk/ccs)

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**ORC International Ltd,  
186 City Road,  
London,  
EC1V 2NT**

Attn: REDACTED

REDACTED

Date: 22 December 2016

Procurement ref: CCMK16A07

Dear Sir,

**Award of contract for the supply of GCS Skills Survey**

Further to your submission of a Tender/Proposal for the above Procurement, on behalf of Cabinet Office (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 shall commence 2nd day of January 2017 and the Expiry Date will be 1<sup>st</sup> day of January 2018. The Authority reserves the option to extend the call-off contract by 2 periods of 12 months. The total contract value shall be capped at £49,303.50 including all extension options.

This procurement activity was a further competition under framework RM1086 MR130001 Market Research, Lot 2 Strategic Planning and Development and the framework Terms and Conditions shall apply. A copy of the order form is provided with this Award Letter and includes those framework terms and conditions.

Please print and sign a copy of the order form 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 21/12/2016.

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

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Framework Award letter

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Yours faithfully,

Signed for and on behalf of **Cabinet Office**

REDACTED

22 December 2016

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**ORDER FORM**

**Framework Agreement**

**FROM**

|                        |  |
|------------------------|--|
| <b>Authority</b>       | Cabinet Office   |
| <b>Service Address</b> | 1 Horse Guards Road, London, SW1A 2HQ  |
| <b>Invoice Address</b> | SSCL Accounts Payable Team, Room 6124, Tomlinson House, Norcross, Blackpool, FY5 3TA |
| <b>Contact Ref:</b>    | REDACTED   |
| <b>Order Number</b>    | To be quoted on all correspondence relating to this Order: CCMK16A07                 |
| <b>Order Date</b>      | 22 December 2016   |

**TO**

|                              |   |
|------------------------------|---|
| <b>Provider:</b>             | ORC International Ltd   |
| <b>For the attention of:</b> | REDACTED  |
| <b>E-mail</b>                |   |
| <b>Telephone number</b>      |   |
| <b>Address</b>               | ORC International Ltd,<br>186 City Road,<br>London,<br>EC1V 2NT |

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### 1. SERVICES REQUIREMENTS

#### (1.1) Services and Deliverables Required:

**As stated in Appendix B of the ITT**

As stated in Appendix B Service Description of the Invitation To Tender issued on 23 November 2016 for the Cabinet Office requirement CCMK16A07: GCS MCOM Skills Survey.

**(1.2) Commencement Date:** 2<sup>nd</sup> January 2017

#### (1.3) Price Payable by Authority:

Maximum Capped Price of £49,303.50 including expenses, exclusive of VAT.

**(1.4) Completion Date:** 1st January 2018

(The contract will be for an initial 1 year period with an option to extend up to a maximum of a further 24 months, of two 12 month periods, reviewed annually (1+1+1).)

### 2 ADDITIONAL REQUIREMENTS

**(2.1) Supplemental Requirements in addition to Call-Off Terms and Conditions**

**(2.2) Variations to Call-Off Terms and Conditions**

N/A

### 3. PERFORMANCE OF THE SERVICES AND DELIVERABLES

**(3.1) Key Personnel of the Provider to be involved in the Services and deliverables:**

To be confirmed to the Authority by the Provider.

**(3.2) Performance Standards**

As stated in Appendix B Service Description of the Invitation To Tender issued on 23 November 2016 for the Cabinet Office requirement CCMK16A07: GCS MCOM Skills Survey.

**(3.3) Location(s) at which the Services are to be provided:**

As stated in Appendix B Service Description of the Invitation To Tender issued on 23 November 2016 for the Cabinet Office requirement CCMK16A07: GCS MCOM Skills Survey.

**(3.4) Quality Standards**

As stated in Appendix B Service Description of the Invitation To Tender issued on 23 November 2016 for the Cabinet Office requirement CCMK16A07: GCS MCOM Skills Survey.

**(3.5) Contract Monitoring Arrangements**

As stated in Appendix B Service Description of the Invitation To Tender issued on 23 November 2016 for the Cabinet Office requirement CCMK16A07: GCS MCOM Skills Survey.

**4. CONFIDENTIAL INFORMATION****(4.1) The following information shall be deemed Commercially Sensitive Information or Confidential Information:-**

To be confirmed.

**(4.2) Duration that the information shall be deemed Commercially Sensitive Information or Confidential Information**

To be confirmed.

**BY SIGNING AND RETURNING THIS ORDER FORM THE PROVIDER AGREES** to enter a legally binding contract with the Authority to provide the Service specified in this Order Form together with, where completed and applicable, the mini-competition order (additional requirements) set out in section 2 of this Order Form. Incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement entered into by the Provider and UK SBS and any subsequent signed variations to the terms and conditions.

For and on behalf of the Provider:-

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|                |          |
|----------------|----------|
| Name and Title | REDACTED |
| Signature      | REDACTED |
| Date           | REDACTED |

For and on behalf of the Authority-

|                |          |
|----------------|----------|
| Name and Title | REDACTED |
| Signature      | REDACTED |
| Date           | REDACTED |

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Framework Award letter

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