



Public Group International Limited

REDACTED TEXT UNDER FOIA SECTION 40, PERSONAL INFORMATION

Attn: **REDACTED TEXT UNDER FOIA SECTION 40, PERSONAL INFORMATION**

Date: **9th September 2022**

Contract Reference: **CCIS22A08**

Dear Sir,

Award of contract for the Provision of Content Improvement

Following your proposal for the provision of Content Improvement services to Crown Commercial Service (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 **Crown Commercial Service** as the Contracting Authority and **Public Group International** 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 remotely at the supplier’s address.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £66,900 Ex VAT.
- 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 **29th September 2022** (the “Start Date”) and the Expiry Date shall be **27th October 2022**.
- 1.5. The address for notices of the Parties are:

Contracting Authority

Crown Commercial Service

Supplier

Public Group International Limited

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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
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1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
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2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: **REDACTED TEXT UNDER FOIA SECTION 40, PERSONAL INFORMATION** Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name and telephone number) of your Contracting Authority contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact Crown Commercial Service either by email to **REDACTED TEXT UNDER FOIA SECTION 40, PERSONAL INFORMATION**



3. Liaison

For general liaison your contact will continue to be **REDACTED TEXT UNDER FOIA SECTION 40, PERSONAL INFORMATION**

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **REDACTED TEXT UNDER FOIA SECTION 40, PERSONAL INFORMATION** within **2 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 **Crown Commercial Service** ("the Customer")
Name: **REDACTED TEXT UNDER FOIA SECTION 40, PERSONAL INFORMATION**

Job Title: **REDACTED TEXT UNDER FOIA SECTION 40, PERSONAL INFORMATION**

Signature: **REDACTED TEXT UNDER FOIA SECTION 40, PERSONAL INFORMATION**

Date:

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

Signed for and on behalf of **Public Group International** ("the Supplier")

Name: **REDACTED TEXT UNDER FOIA SECTION 40, PERSONAL INFORMATION**

Job Title: **REDACTED TEXT UNDER FOIA SECTION 40, PERSONAL INFORMATION**

Signature: **REDACTED TEXT UNDER FOIA SECTION 40, PERSONAL INFORMATION**



Crown
Commercial
Service

OFFICIAL

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L3 9PP

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www.gov.uk/ccs

Date:

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