Citysprint UK Ltd

The Commercial Centre

Unit 2 Days Road

George Jones Rd

Bristol

BS2 0QS

Attn: REDACTED

REDACTED Date: 27th May 2021

Contract ref: CCPL21A01

Dear Madam,

**Award of contract for the Provision of Courier Services Lot 1 and Lot 2**

Further to your submission of a bid for the above Procurement, on behalf of Home Office (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 1st July 2021 and the Expiry Date will be 30th June 2022. The Contracting Authority reserves the option to extend in two expressed periods of one year to 30/06/23 and 30/06/24 at the sole discretion of the Contracting Authority. The total contract value shall be up to £750,000.00 (exc VAT) including all extension options.

This procurement activity was a Call Off under Commercial Agreement RM3798 Courier Services Lot 1 Collection and Delivery of Documents and Parcels; Lot 2 Secure Collection and Delivery of Sensitive Documents and Parcels (including High Value Items) 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 Call-Off Contract/Terms and Conditions (Attachment 5) and forward to the Procurement Lead electronically via the e-Sourcing Suites’ messaging service by 13:00 on 1st June 2021. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

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 faithfully,

|  |  |
| --- | --- |
| Signed for and on behalf of Home Office | |
| Name: REDACTED |  |
| Signature: |  |
| Date: 26th May 2021 |  |