



Department for Levelling Up,
Housing & Communities

Fry Building
2 Marsham Street
London
SW1P 4DF
United Kingdom

PA Media Group Limited
The Point
37 North Wharf Road
Paddington
London
W2 1AF

Our Reference: CPD4128008

By Email to [REDACTED]

26 June 2024

Dear [REDACTED],

CPD4128008: DLUHC Mediapoint Subscription 2024 – 2026

Following your quote dated 29th April 2024 for the 24-month PA Mediapoint subscription (60 users) to the Department for Levelling Up, Housing and Communities (DLUHC), we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of contract between DLUHC and PA Media Group Limited 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.

1. For the purposes of the Agreement, the Buyer and the Supplier agree as follows:

- 1.1. The services shall be performed remotely.
(For information: Buyer’s premises are at Fry Building, 2 Marsham Street, London, SW1P 4DF)
- 1.2. The total contract value is £49,400.00 (excluding VAT), payable quarterly, in advance.

Term	Amount Payable
Total Payable Quarterly	£[REDACTED]
Total Payable Per Annum	£[REDACTED]

- 1.3. The Specification of the services to be supplied is as set out in the Supplier’s Commercial Terms/ Order Form in Annex A.
- 1.4. The term shall commence on 01/07/2024 (the “Start Date”) and the Expiry Date shall be 30/06/2026, unless extended or subject to early termination.
- 1.5. The address for notices of the Parties are:

Buyer	Supplier
Department for Levelling Up, Housing & Communities Fry Building 2 Marsham Street London SW1P 4DF Attention: [REDACTED] Email: [REDACTED]	PA Media Group Limited The Point 37 North Wharf Road Paddington London W2 1AF Attention: [REDACTED] Email: [REDACTED]

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

Name	Role/ Organisation
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

2. Payment

All invoices must be sent to:

Email:	[REDACTED]
Address:	[REDACTED]

The Buyer 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, description of services and coverage dates. Non-compliant invoices will be returned, which may lead to delay in payment.

3. Liaison

For general liaison your contact will be [REDACTED]

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to [REDACTED] within 5 working days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote our reference number above in any future communications relating to this contract.

Yours sincerely,

[REDACTED]

Department for Levelling Up, Housing and Communities

For and on behalf of the Buyer:	
Signature:	[REDACTED]
Name:	[REDACTED]
Role:	[REDACTED]
Date:	23 July 2024

For and on behalf of the Supplier:	
Signature:	[REDACTED]
Name:	[REDACTED]
Role:	[REDACTED]
Date:	23 July 2024