



Deloitte MCS Limited
1 Little New Street, London EC4A 3TR

Attn: **REDACTED**

Date: 13th March 2019

Contract Reference: CCZZ19A09

Dear Sir/Madam,

Award of Contract for the Provision of Research to Support the National Leadership Centre

Following your bid / proposal for the provision of Research Services to Cabinet Office (The Contracting Authority) we are pleased to award this Contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract between Cabinet Office as the Contracting Authority and Deloitte MCS Limited as the Supplier for the provision of the Research 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 at the Supplier's premises located at 1 Little New Street, London EC4A 3TR the final report will be delivered to the Customer at Cabinet Office, 1 Horse Guards, Westminster, London SW1A 2HQ
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £49,700.00, including all extension options.
- 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 Monday 18th March 2019(the "Start Date") and the Expiry Date shall be Friday 17th May 2019 unless extended or subject to early termination. The Customer reserves the option to extend the contract by two (2) periods of one (1) month.
- 1.5. The address for notices of the Parties are:

Contracting Authority
Cabinet Office

Supplier
Deloitte MCS Limited

OFFICIAL



1 Horse Guards
Westminster
London
SW1A 2HQ

1 Little New Street
London
EC4A 3TR

Attention: REDACTED
Email: REDACTED

Attention: REDACTED
Email: REDACTED

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
REDACTED	REDACTED

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	REDACTED

2. Payment
REDACTED

3. Liaison

For general liaison your contact will continue to be REDACTED or, in their absence, REDACTED.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED via email REDACTED **within [7]** 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 Cabinet Office ("the Customer")
Name: **insert name**



Job Title: **insert job title**

Signature:

Date:

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

Signed for and on behalf of Deloitte MCS Limited
("the Supplier")

Name: **insert name**

Job Title: **insert job title**

Signature:

Date: