



YouGov Plc  
[REDACTED TEXT]  
[REDACTED TEXT]  
[REDACTED TEXT]  
[REDACTED TEXT]

Dear [REDACTED TEXT]

Date: 21/12/2020

Contract Reference: CCZZ20A91

**Award of contract for the Procurement of Insights and Evaluation Single Tender Action for the Cabinet Office**

This letter (Award Letter) and its Annexes set out the terms of the contract between the Cabinet Office as the Contracting Authority and YouGov Plc the Supplier for the provision of the Insights and Evaluation Single Tender Action for the Cabinet Office. 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 Suppliers premises. The Authority’s offices may be located at [REDACTED TEXT], reporting and debriefs will be held virtually or if appropriate at the offices of the Authority.
- 1.2. The charges for the Services shall be as set out in Annex 2. The maximum total contract value is up to £1,000,000 (exc 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 21<sup>st</sup> day of November 2020 and the Expiry Date shall be 31<sup>st</sup> day of January 2021 unless subject to early termination.

1.5. The address for notices of the Parties are:

**Contracting Authority**

Cabinet Office,  
[REDACTED TEXT]  
[REDACTED TEXT]  
[REDACTED TEXT]  
Attention: [REDACTED TEXT]  
Email: [REDACTED TEXT]

**Supplier**

YouGov Plc  
[REDACTED TEXT]  
[REDACTED TEXT]England  
Attention: [REDACTED TEXT]  
Email: [REDACTED TEXT]  
Direct: [REDACTED TEXT]

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 TEXT]	[REDACTED TEXT]

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
[REDACTED TEXT]	[REDACTED TEXT]
[REDACTED TEXT]	[REDACTED TEXT]



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## 2. Payment

- 2.1. Invoices are to be issued monthly to cover services provided in the month gone.
- 2.2. Each individual research project shall have its costs and pricing structure agreed between the Customer and Supplier prior to any work being undertaken.
- 2.3. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables, as outlined in section 14 'Service levels and performance'.
- 2.4. Payment can only be made following satisfactory delivery of pre-agreed products and deliverables.
- 2.5. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. These must first be sent to the Authority for review and approval before the invoices are submitted to [REDACTED TEXT].
- 2.6. Invoices should be submitted to: [REDACTED TEXT]
- 2.7. 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 [REDACTED TEXT], Email: [REDACTED TEXT].

## 3. Liaison

For general liaison your contact will continue to be [REDACTED TEXT], Email: [REDACTED TEXT] in their absence, [REDACTED TEXT] Email: [REDACTED TEXT].

Please confirm your acceptance of the award of this contract by signing and returning the letter to the Procurement Lead within one day 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 sincerely,



Signed for and on behalf of the Cabinet Office (“the Customer”)

Name: [REDACTED TEXT]

Job Title: [REDACTED TEXT]

Signature: [REDACTED TEXT]

Date: 16/12/2020

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

Signed for and on behalf of **YouGov Plc** (“the Supplier”)

Name: [REDACTED TEXT]

Job Title: [REDACTED TEXT]

Signature: [REDACTED TEXT]

Date: 18<sup>th</sup> December 2020