

REDACTED

Adecco
111 Buckingham palace Road
Victoria
London
SW1W 0SR

22nd April 2016

Dear **REDACTED**.

SO18918: HMT NMNC Lot 4 Requirement – PA Secretary

Further to your submission of a proposal for the above Procurement, I am writing on behalf of HM Treasury (the Authority) to advise that the procurement is now complete. I am pleased to inform you that we would like to award the contract to you.

This letter sets out the services and the terms on which you agree to provide them to the Authority.

A copy of the order form can be found in attached to this letter.

Contract

SO18918: HMT NMNC Lot 4 Requirement – PA Secretary

Service Description

Provision of a PA Secretary to HM Treasury for a period of 3 Months

Contract Value

This contract has a maximum capped value of £11,808.55

Contract Commencement Date

25th May 2016

Expiry Date

25th August 2016 with no options to extend.

Point of Contact

REDACTED

Please print and sign two (2) copies of the attached contract and send an electronic copy to the Crown Commercial Service via e-mail to managedprocurementservice@crowcommercial.gov.uk, and two (2) copies to the address below by close of play 25th April 2016.

UK Government Investments, 1 Victoria Street, London, SW1H 0ET

Yours sincerely

REDACTED

Commercial Advisor

Tel: **REDACTED**

E-mail: **REDACTED**

