



Corporate Document Services Ltd,
Riverside House,
7 Canal Wharf,
Leeds
LS11 5AS

Attn: Redacted – Personal Information

Date: 01/10/2021

Contract ref: CCZW21A01

Dear Madam,

Award of contract for the supply of End to End Print Management Service

Further to your submission of a bid for the above Procurement, on behalf of Ministry of Defence (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 on 6th day of October 2021 and the Expiry Date will be 28th day of November 2025. The total contract value shall be up to a maximum of £28,000,000.00 (ex VAT).

This procurement activity was a Call Off under Commercial Agreement RM6170 Print Management Services, Lot 2 Print Management Services 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 15:00 on Tuesday 5th October 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 Ministry of Defence

Redacted – Personal Information

Date: 01/10/2021