

eMedia Monitor GmbH Babenbergerstrasse 9/ 17
1010 Vienna Austria.

REDACTED

Date: 08/06/20

Contract Reference: CCCO20A19

Dear Sir/Madam,

Award of contract for the Provision of Media Monitoring Services

Following your bid / proposal for the provision of **Media Monitoring Services to HM Treasury**, (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 **HM Treasury** as the Contracting Authority and eMedia Monitor 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. 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 delivered at Contracting Authority's premises, the address being:
REDACTED
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £45,000.00, including all extension options.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3.
- 1.4. The Term shall commence on **1st April 2020** (the "Start Date") and the Expiry Date shall be **31st March 2021**. The Customer reserves the option to extend the contract by 2 periods of 1 years (1+1+1).
- 1.5. The address for notices of the Parties are:

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Supplier

Contracting Authority

HM Treasury

Attention: **REDACTED**
Email: **REDACTED**

eMedia Monitor GmbH

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

- 2.1. An annual invoice to be submitted at the beginning of the contract period covering that financial year.
- 2.2. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 2.3. Invoices should be submitted to: [REDACTED](#)
- 2.4. The Supplier to submit a proforma invoice setting out costs to enable the generation of a PO number. Once this is done the Supplier will submit an invoice showing the PO number and this will enable HMT finance to generate payment.

3. Liaison

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

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to in response via email within 1 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.

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Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of **HM Treasury** (“the Customer”)

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: 09/06/2020

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

Signed for and on behalf of **eMedia Monitor GmbH**
 (“the Supplier”)

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: 08.06.2020