*PLEASE COMPLETE THE FORM BELOW AND SUBMIT TO CCS VIA EMAIL UPON CONTRACT AWARD – PLEASE NOTE THIS FORM IS MANDATORY FOR ALL SELF-SERVICE BUYERS*

Crown Commercial Service

Floor 9, Capital Building

Old Hall Street

Liverpool L3 9PP

Email: [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk) (Email Subject: RM3830 Contract Award Notification)

Date:

F.A.O CCS RM3830 Commercial Agreement Manager,

We would like to inform you that we have reached Contract Award for a contract let under the Facilities Management Marketplace Framework (RM3830) via self-service delivery.

Buyer’s Organisation Name:

Buyer Contact Name:

Buyer Contact Telephone Number:

Buyer Contact Email Address:

Sub-Lot Used: Lot 1a / Lot 1b / Lot 1c (delete as applicable)

Procurement Route: Further Competition /Direct Award (Lot 1a only)

Supplier Appointed:

Work Packages Selected:

Contract Term:

Optional Extension Periods:

Annual Contract Value:

Total Contract Value:

Mobilisation Start Date:

Contract Start Date:

Any Other Detail:

Yours Sincerely

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_