



Department
for Transport

[REDACTED]
XMA Ltd
Ruddington Lane
Wilford
NOTTINGHAM
NG11 7EB

[REDACTED]
Department for Transport
Business Partner
Group Procurement & Property Division
Business Partner Team
Zone D/06
Ashdown House
Sedlescombe-Road-North
St Leonards-on-Sea
East Sussex
TN37 7GA

[REDACTED]
Web site: www.dft.gov.

14th March 2016

Dear [REDACTED]

**CLIENT HARDWARE FOR ITCS- TOSHIBA 13.3" LAPTOP SLEEVES FOR Z30
CCS FRAMEWORK TECHNOLOGY PRODUCTS (RM1054)
CONTRACT REF: PPRO 4/47/125**

1. I refer to the above-mentioned requirement and to the searches under the Digital Market Place Catalogue shown under the CCS Framework (RM1054) and as taken from the screen dump attached today.
2. On behalf of the Secretary of State for Transport we therefore wish to place an order for 1400 Toshiba 13.3" Laptop Sleeves, which shall be under the Technology Products Framework (RM1054) terms and conditions of service.
3. The charges for the Toshiba 13.3" Laptop Sleeves shall be as shown in the catalogue, and as per attached screen dump, at a unit cost of £10.50 (1400 x £10.50 = £14,700.00) at an aggregate cost £14,700.00, including delivery. All charges shown are exclusive of VAT.

Delivery. Could you ensure that [REDACTED] (address as shown below) is notified prior to the delivery taking place so that he can make the appropriate security arrangements to receive the equipment?

The delivery point is to [REDACTED] Procurement Operations, Group Commercial Services, Zone 2/26, Great Minster House, 33 Horseferry Road, LONDON. SW1P 4DR. [REDACTED]

If [REDACTED] is not available then the alternative contact points are:

[REDACTED]

4. Your **invoices** should be submitted to the DfT Shared Services Centre, Finance & Procurement, 5, Sandringham Park, Swansea Vale, SWANSEA SA7 OEA. The Purchase order you should use is PO8000150468



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5. Any variation to the above shall not be without the written agreement of the Authority.
If you have any queries regarding this order please contact me.
6. Kindly acknowledge receipt of this order by either email or telephone to me [REDACTED]

Yours sincerely

[REDACTED]

For and on behalf of the Secretary of State for Transport