



# Department for Transport

Department for Transport  
33 Horseferry Road  
London  
SW1P 4DR

Web site: [www.dft.gov.uk](http://www.dft.gov.uk)

Thursday, 21 December  
2023

## Iron Mountain (UK) Plc

Ground Floor  
4 More London Riverside  
London  
SE1 2AU  
United Kingdom

FAO: [REDACTED]  
Email: [REDACTED]@ironmountain.com

### \*SENT ELECTRONICALLY\*

Dear [REDACTED],

Procurement Title: **TRHR3269**

Procurement Reference: **Digitalisation of DfT HR Microfiche Records**

Further to your submission of a tender for the above procurement, I am writing to advise that the Procurement is now complete. On behalf of the Secretary of State for Transport, the Department proposes to **accept** your tender dated 15/08/2023, incorporating the revised pricing schedule received on 14/09/2023, and therefore we would like to award the contract to you.

The contract for this procurement shall commence on **25/09/2023** and terminate on **27/11/2023**. The total duration of this contract is **2 months**, with a firm maximum value of **£58,307.88**, as set out in your completed Pricing Schedule, enclosed below.

We would like to thank you for your patience during this procurement exercise. Your scores in the commercial and technical evaluation are set out below:

### Summary of scores:

Question	Score
Technical (maximum score: 70)	[REDACTED]
Commercial (maximum score: 30)	
<b>TOTAL Score</b>	

### Technical Score 85% weighting):

Question	Score
Q. 4.1 (15% weighting)	[REDACTED]
Q. 4.2 (15% weighting)	
Q. 4.3 (15% weighting)	
Q. 4.4 (15% weighting)	
Q. 5.1 (10% weighting)	
<b>Technical Score (maximum score: 85)</b>	

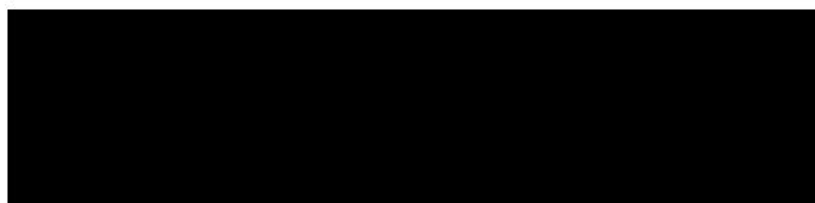
**Commercial Score (15% weighting):**

Question	Score
Commercial Score (10% weighting)	
<b>Weighted Score (maximum score: 30)</b>	

Feedback on your technical response also accompanies this letter.

This procurement activity was conducted via open competition. If you accept this contract, the documents listed below will form a binding contract between you and this Department.

- Your tender proposal, submitted on 15/08/2023;
- Your revised Pricing Schedule, submitted on 14/09/2023;
- The DfT's Statement of Requirements (Attachment 3);
- A contract order form, once signed by both parties.



You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Via email: [SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

Or post:

**Accounts Payable,  
Shared Services Arvato,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.**

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment. Invoicing Instructions attached below for further details.



Invoicing  
Instructions.doc

The Contract Manager for this contract is [REDACTED] – email: [REDACTED]@[dft.gov.uk](mailto:dft.gov.uk). [REDACTED] will be in touch to discuss agree/discuss contract go-live arrangements.

If you, the supplier, **Iron Mountain (UK) Plc**, are content to enter a binding contract with the Department for Transport (DfT), please sign and return a copy of this letter and the associated Order Form. The Department will counter-sign the Order Form and return. The counter-signed order form, alongside the documents referred to above, will form the binding contract.

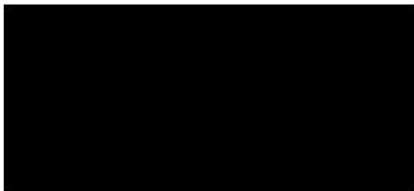
Signed:.....

Name.....

Position .....

Date:.....

Yours sincerely,



, Commercial Manager

Signed for and on behalf of the Department for Transport



