



# Department for Transport

By email [REDACTED]@populus.co.uk

[REDACTED]  
Commercial Relationship Manager  
Department for Transport  
Group Commercial Services  
D06 Ashdown House  
Sedlescombe Road North  
TN37 7GA  
Direct Line: 020 7944 [REDACTED]  
[REDACTED]@dft.gsi.gov.uk

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

Our Ref: PPRO 04/02/003

13 April 2017

Dear [REDACTED]

## Contract Number PPRO 04/002/003 – MOT Omnibus Survey

1. I refer to your recent discussions with [REDACTED] at the Department for Transport, in respect of the MOT Omnibus Survey.
2. On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department.
  - (i) The Departments job specification dated 04 April sent to you via email.
  - (ii) Department of Transport standard terms and conditions at <https://www.gov.uk/government/publications/general-conditions-of-contract-for-services>
  - (iii) Your proposal dated 12 April received via email.
3. The contract will be commencing from 27 April 2017 for one month.
4. The firm price for the contract will be £30,900 ex VAT this amount is not to be exceeded without the Department's prior permission in writing.
5. You will be issued with an official Purchase Order Number. This replaces any existing payment arrangements you may have made. Invoices must quote the correct Purchase Order Number and should be submitted as directed **in the Purchase Order to:**

**Accounts Payable,  
DfT Shared Service Centre,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.**

Or via email to [SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

6. Please acknowledge receipt of this letter. You may contact the Contract Manager, [REDACTED] [REDACTED]@dft.gsi.gov.uk by phone on 0207 944 [REDACTED] to discuss any matters relating to the commencement of the Contract.

Yours sincerely

A large black rectangular redaction box covering the signature area.A small black rectangular redaction box covering the name of the signatory.

By authority of the Secretary of State for Transport

Signed:.....
Name:.....
Date:.....