



Department for Transport

Department for Transport
33 Horseferry Road
London
SW1P 4DR

Web site: www.dft.gov.uk

Friday, 13 August 2021

Avison Young (UK) Limited

3 Brindley Place

Birmingham

West Midlands

B1 2JB

Email: [REDACTED]@[avisionyoung.com](mailto:[REDACTED]@avisionyoung.com)

SENT ELECTRONICALLY

Dear [REDACTED],

Procurement Title: **Provision of DfT Group Property Services**

Procurement Reference: **TRCF3051**

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 05/04/2021 and therefore we would like to award the contract to you.

We would like to thank you for your patience during this procurement exercise.

Summary or scores:

| Criteria | Weighting % |
|--------------------------------|-------------|
| Commercial (Max weighting 30%) | 30% |
| Technical (Max Weighting 75%) | 65% |
| TOTAL Score | 95% |

20/09/2021

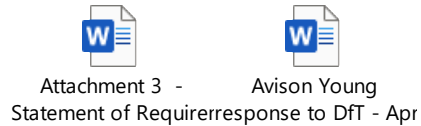
20/09/2023

The contract shall commence the ~~20/06/2021~~ and shall expire on ~~20/08/2023~~. The total duration of this contract is 2 years with the option to extend by 1 year (total duration including extension options is 3 years). Please confirm if this date is attainable.

The value of this contract for is **£500,000.00 per annum** excluding value added tax (VAT). This agreement is dependent on DfT need and the agreement will be utilised on a Call-Off basis.

This procurement activity was conducted via a further competition by means of CCS Framework RM3816, Estate Professional Services, Lot 1 – National. This contract is governed by the terms and conditions of the said framework. This letter and the documents listed below form a binding contract between you and this Department.

- Your proposal/quotation submitted on 05/04/2021
- The DfT Statement of Requirements / Scope (Attachment 3)
- Signed Call-Off Order form (from both parties)
- Call-Off Terms and Conditions



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@dftssc.gsi.gov.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.

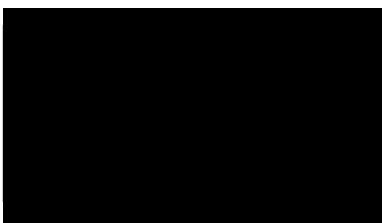


The Contract Manager for this contract is [REDACTED] – email: [REDACTED]@dft.gov.uk will be in touch to discuss agree/discuss contract go-live arrangements.

If you, the supplier, **Avison Young (UK) Limited**, are content to enter into a binding contract with the Department for Transport (DfT), please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

| |
|---|
| Signed: [REDACTED] |
| Name... [REDACTED] |
| Position ... CHIEF OPERATING OFFICER |
| Date:... 20/08/2021 |

Yours sincerely,



██████████, Commercial Manager

Signed for and on behalf of the Department for Transport