



Department for Transport

Kelly Executive Services
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via email [REDACTED]@kellyexecutive.com

[REDACTED]
Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR

Phone: [REDACTED]

Email: [REDACTED]@dft.gov.uk

Ref: TRSS0023

27 April 2020

Dear Mr Kelly

**Re: TRSS0023a - [REDACTED] for the Government Car
Service (GCS)**

This letter confirms that the standstill period for this contract award has now ended and there were no legal proceedings brought against the decision of the proposed award of this contract.

On behalf of the Secretary of State for Transport, I am authorised to accept your proposal of 20 February 2020 for the above contract at the prices/rates quoted.

1. the documents listed below form a binding contract between you and this Department.
 - (i) Department for Transport purchase order terms and conditions at <https://www.gov.uk/government/publications/purchase-order-conditions-of-contract>
 - (iii) Your proposal of 30 January 2020 and the accompanying pricing schedule signed and dated 10 February 2020.

As you are aware the nature of this contract means there is no guaranteed minimum value, orders will be placed as and when required by the GCS and at the prices quoted in your pricing schedule. This contract starts on 9th March 2020, and the completion date is 08 March 2022. The maximum contract value is **£50, 000** (excluding VAT). This cost is not to be exceeded without prior written approval of the DfT commercial team.

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:

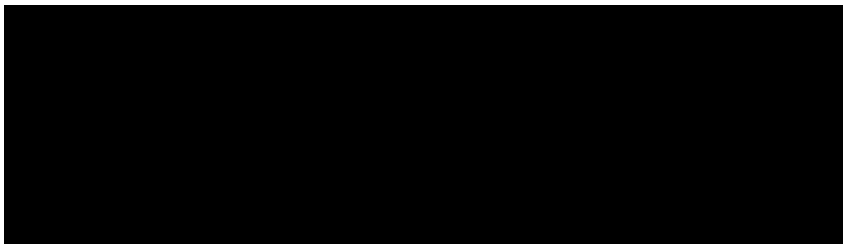
*Accounts Payable,
Shared Services Arvato,
5 Sandringham Park,*

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.

The Contract Manager for this contract is [REDACTED], who can be contacted via [REDACTED] or [REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk).

If you are content to enter into a binding contract, 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.



Commercial Relationship Manager for
Roads, Places & Environment
by authority of the Secretary of State for Transport

Signed:.....

Name.....

Position

Date:.....