



Department for Transport

Department for Transport
33 Horseferry Road
London
SW1P 4DR

Link Up Mitaka Limited (Big Word)
Link Up House, West Yorkshire
LS12 6AB

FAO: [REDACTED]

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

Date: 11/08/2021

Procurement ref: **TCOM3018**

Dear [REDACTED]

Award of contract for Language Transcription and Ancillary Services

Further to your tender submission for the above procurement, I am writing to advise that the procurement is now complete.

I am pleased to inform you that your company has been successful and therefore we would like to award the contract to you.

The contract shall commence on the 29/07/2021 and the Expiry Date will be 29/07/2024 with an option to extend the contract by 1 year (12 months) upon further review.

This procurement activity was conducted by way of a further competition via CCS' Language Services Framework (RM6141) for suppliers on Lot 2. This letter and the documents listed below form a binding contract between you and this Department.

- Tender documents issued on 10/06/2021.
- Your proposal/quotation submitted on 01/07/2021.
- CCS RM6141 Order Form
- Link to the Call-Off Contract Terms <https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6141-Core-Terms-and-Optional-Schedules.zip>

The Contract Lead, [REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk), will contact you to discuss start up arrangements under this contract.

The firm approved cost for the work will be **£300,000.00**, including extension options (exclusive of VAT) and this must not be exceeded.

The contract lead will review the need for an extension after the initial contract period which will be discussed separately should the need arise.

You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

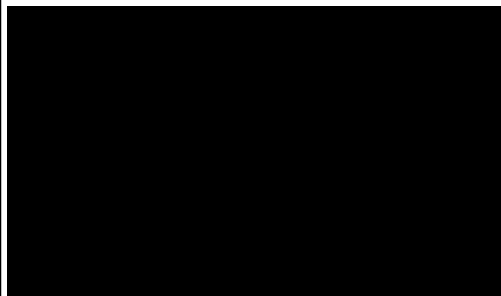
 @sharedservicesarvato.co.uk

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



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

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.

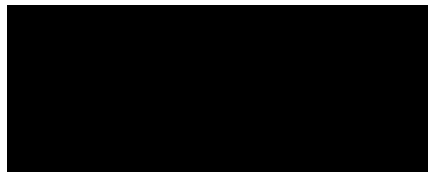


Position:...Chief Commercial Officer

Date: 12 August 2021

Yours sincerely,

 DfT Commercial Manager



Signed for and on behalf of the Department for Transport.