



Department
for Transport

Group Commercial Directorate
Department for Transport (DfT)
33 Horseferry Road
Westminster
London
SW1P 4DR

Concur Holdings (Netherlands) B.V.
101
Barbara Strozilaan
1083 HN Amsterdam
Netherlands

Web Site: www.dft.gov.uk

Your ref:

Our ref: TIT0277

Date: 09/07/2021

Email [REDACTED]

Dear Supplier,

Contract Reference and Title – TIT0277 – SAP Concur FOSS Engagement

On behalf of the Secretary of State for Transport I confirm that this letter and the documents listed below form a binding contract between you and the Department for Transport.

1. Your Order Form dated 9 July 2021 (embedded below)



The contract will commence on 12/07/2021 and will expire on 31 December 2021.

The contract is based on hours of work required, set at a total of 200 hours at an hourly rate of £186.00 per person per hour. The total contract value is up to £37,200.00 excluding VAT. DfT are not obliged to utilise the full contract value. For the avoidance of doubt, the total estimated fee set forth in the Order Form is only an estimate as the APS Service will be performed on the time and materials basis as described in the Order Form."

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will be provided as soon as possible. Invoices submitted to the Department must also quote the PO number and must be submitted in accordance with DfT's Invoicing Procedures embedded below.



SSA%20Invoice%20
Guidance%20V2.doc

Please contact [REDACTED] to discuss arrangements for commencement of the contract.

Please acknowledge your receipt, understanding and acceptance of this letter by signing in the allocated space below and returning an electronic copy to me via email

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Commercial Relationship Manager
[Redacted] **Transport**
Swansea (DVLA)

[Redacted]

On behalf of the Secretary of State for Transport

Accepted for and on behalf of Concur Holdings (Netherlands) B.V. by:-

Signature:

Name:

Capacity:

Date:

[Redacted Signature Box]