



Department for Transport

NLA Media Access

Mount Pleasant House
Lonsdale Garden
Turnbridge Wells
Kent
TN1 1HJ

FAO: [REDACTED]@nla.co.uk)

SENT ELECTRONICALLY

[REDACTED] MCIPS
Department for Transport
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Tel: 07977 435445
Email: [REDACTED]@dft.gov.uk

Web site: www.dft.gov.uk

Thursday, 04 April 2024

CONTRACT AWARD NOTICE

Dear [REDACTED],

DfT Reference: TCOM3066
Title: Provision of NLA Media Access

On behalf of the Secretary of State for Transport, this contract is awarded to **NLA Media Access** for the provision of the Silver Plus Licencing Package.

The contract is let in accordance with NLA Media Access Licence Terms & Conditions.
<https://www.nlamediaaccess.com/our-licences/terms-and-conditions/>

In addition to this notice, the following documents constitute a binding agreement between you, **NLA Media Access** (the supplier) and the **Department for Transport** (the customer):

- Silver Plus Licencing Package costs (Annex 1)

The duration of this contract is for 12 Months (1 year) from 01/04/2024 to 31/03/2025.

The firm approved annual cost for this contract is up to **£78,660.00** exclusive of VAT.

You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices. Invoices should be submitted to:

Via email: ssa.invoice@sharedservicesarvato.co.uk

Or post:

**Accounts Payable,
Shared Services Arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.**

The DfT's invoicing procedures are embedded below. Please note that invoices received without the correct Purchase Order Number will be returned, which may result in delayed payment.

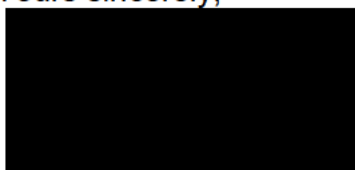


Invoicing
Procedures.doc

The Contract Manager for this contract is [REDACTED] | [REDACTED]@dft.gov.uk.

Please acknowledge receipt of this letter within 5 business days of the letter issue date.

Yours sincerely,



[REDACTED] MCIPS
DfT Commercial Manager
Group Commercial Directorate
By authority of the Secretary of State for Transport

Annex 1 – Supplier formal Quotation (Silver Plus Licencing Package)

