



Department  
for Transport

Misco Ltd

Department for Transport  
Business Partner  
Group Procurement & Property Division  
Business Partner Team  
Zone D/06  
Ashdown House  
Sedlescombe-Road-North  
St Leonards-on-Sea  
East Sussex  
TN37 7GA

Web site: [www.dft.gov](http://www.dft.gov).

15<sup>th</sup> March 2016

Dear

**CLIENT HARDWARE FOR ITCS- DELL OPTIPLEX 3020 SFF BTX BASE DESKTOP  
PC  
CCS FRAMEWORK TECHNOLOGY PRODUCTS (RM1054)  
CONTRACT REF: PPRO 4/47/125**

1. I refer to the above-mentioned requirement and to the searches under the Digital Market Place Catalogue shown under the CCS Framework (RM1054) and as taken from the screen dump from the catalogue which Ann Shaughnessy and yourself have confirmed in your emails of yesterday for delivery of laptops mentioned above.
2. On behalf of the Secretary of State for Transport we therefore wish to place an order for 100 Dell Optiplex 3020 SFF Desktop PC with , which shall be under the Technology Products Framework (RM1054) terms and conditions of service.
3. The charges for the Dell Optiplex 3020 SFF BTX Base Desktop PC with Intel Core I5-4590 Quad Core, 3.3Ghz Turbo, 6MB, w/ HD Graphics 4600, 2x4GB DDR3 1600MHz SDRAM and 128GB Solid State Drive for single HDD Config shall be as shown in the catalogue and as confirmed in your email of yesterday at a unit cost of £342.59 for the (100x £342.59 = £34,259.00) delivery free of charge at an aggregate cost £34,259.00. All charges shown are exclusive of VAT.

**Delivery. Could you ensure that (address as shown below) is notified prior to the delivery taking place so that he can make the appropriate security arrangements to receive the equipment?**

The delivery point is to Procurement Operations, Group Commercial Services, Zone 2/26, Great Minster House, 33 Horseferry Road, LONDON. SW1P 4DR.

If is not available then the alternative contact points are:

4. Your **invoices** should be submitted to the DfT Shared Services Centre, Finance & Procurement, 5, Sandringham Park, Swansea Vale, SWANSEA SA7 0EA. The Purchase order you should use is PO 8000150517



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5. Any variation to the above shall not be without the written agreement of the Authority. If you have any queries regarding this order please contact me.
6. Kindly acknowledge receipt of this order by either email or telephone to me [REDACTED]

Yours sincerely

[REDACTED]

**For and on behalf of the Secretary of State for Transport**