



Department for Transport

██████████
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Department for Transport
Group Commercial Directorate
Great Minster House
Horseferry Road
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Web Site: www.dft.gov.uk

15 April 2020

OFFICIAL

Dear ██████████

TSTR3004 – Origin-Destination Journey Data

On behalf of the Secretary of State for Transport, I am authorised to accept your proposal of 14 April 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>
 - (ii) The DfT Statement of Requirements issued to you on 9 April 2020
 - (iii) Your proposal of 14 April 2020.

This contract starts on 23rd April 2020, and the completion date is 22 April 2021. The maximum contract value is **£422, 980** (excluding VAT). This comprises an initial set up cost of £2, 980 and then up to a maximum of 12 monthly fees of £35, 000 per month. The Department guarantees a minimum of two monthly fees, (plus set up costs) but further work will depend on need. Therefore, we can confirm that work will definitely be required in May and June. The Department will then confirm by email at the end of each month whether ongoing work is required. So, for example by 31 May the Department will confirm if work is required in July; by 30 June the Department will confirm if work is required in August and so on. This cost is not to be exceeded without prior written approval of the DfT commercial team.

██████████ is the Project Sponsor, and can be contacted direct on ██████████.

You will be issued with an official Purchase Order Number. This replaces any existing payment arrangements you may have made. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

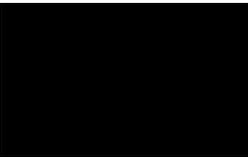
**Accounts Payable,
DfT Shared Service Centre,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.**

Or via email to SSa.invoice@sharedservicesarvato.co.uk

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

Any queries relating to this letter and its contents should be sent to [REDACTED] or myself.

Yours faithfully

A large black rectangular redaction box covering the signature area.

Commercial Relationship Management Lead