



Department for Transport

Commercial Directorate

DVLA
Longview Road
Morrison
Swansea SA6 7JL

Phone: [REDACTED]

Web Site: www.dft.gov.uk

[REDACTED]
Helmet City
Waylands Farm
Approach Road
Tatsfield
Kent
TN16 2JT

Your ref: [REDACTED]

Our ref: PPRO 004/012/84

Date: 14 June 2017

Contract Number PPRO 04/12/84 – SHARP Supply of Crash Helmets.

1. On behalf of the Secretary of State for Transport, I accept your tender dated 05/06/2017 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

- (i) Form of Tender
- (ii) Department for Transport General Conditions of Contract for Goods
- (iii) Specification
- (iv) Your tender dated 05/06/2017

and for the avoidance of doubt

- (vi) Invitation to tender letter
- (vii) Instructions for Tenderers

2. The operative period of the Contract will be 2 years, commencing from the date of this letter 14 June 2017 with a further 1 year option to end

3. The Firm Price costs for the Contract is as supplied in your tender. These costs are not to be exceeded without the Department's prior permission in writing.

4. 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:**

***Accounts Payable,
Shared Services arvato,
5 Sandringham Park,***

**Swansea Vale,
Swansea
SA7 0EA.**

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

6. The Contract Manager, [REDACTED] either by e-mail on [REDACTED] or by phone on [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 to me at the above address.

Yours sincerely

Sent via email unsigned

[REDACTED]
**Procurement Business Partner
Department for Transport
Swansea (DVLA)**

On behalf of the Secretary of State for Transport

Accepted by :- Helmet City

Signature:

Name:

Capacity:

Date: