



Department  
for Transport

**Arvato Limited**  
One Fleet Place  
London  
EC4M 7WS  
FAO: [REDACTED]  
\*SENT ELECTRONICALLY\*

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

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

**Wednesday, 19 October 2022**

### **CONTRACT AWARD NOTICE**

Dear [REDACTED],

DfT Reference: TRHR3235  
Title: Department for Transport Shared Services

1. On behalf of the Secretary of State for Transport, this contract is awarded to Arvato Limited.
2. The contract is to be let in accordance with the signed Deed of Variation pertaining to agreement PPRO/04/096/00/PPCB13086) (Annex 1).
3. The firm approved cost for this contract is up to £24,434,668.00 (Exclusive of VAT) and this must not be exceeded without prior written permission from the contracting authority.
4. The duration of this contract is initially for 1 year (12 months). This will run from 01/06/2023 till 31/05/2024.
5. The contract may be extended by a further 1 year (12 months), with the option to use a transitional period for up to an additional 12 further months, subject to Department for Transport (DfT) and Cabinet Office approvals.
6. You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Via email: [SSa.invoice@dftssc.gsi.gov.uk](mailto:SSa.invoice@dftssc.gsi.gov.uk)

Or post:

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

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

The Contract Manager for this contract is [REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

If you, the supplier, **Arvato Limited** are content to enter into a binding contract with the Department for Transport (DfT), please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Signed:	[REDACTED]	.....
Name..	[REDACTED]	.....
Position	[REDACTED]	.....
Date:	.....Sep 29, 2022.....	

Yours sincerely,

[REDACTED]

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

## **Annex 1 – Deed of Variation**



Deed of Variation -  
signed.pdf