



Department for Transport

SAP Concur

Via Email

[REDACTED]

DVLA
Longview Road
Morriston
Swansea SA6 7JL

Phone: [REDACTED]

Web Site: www.dft.gov.uk

Your ref:

Our ref: T IT 0197

Date: 11/09/2020

Dear Supplier

SAP Concur Licences (Aligned to TIT0133)

Contract Ref TIT0197

On behalf of the Secretary of State for Transport we accept your order form dated 01 September 2020 for **SAP Concur Licences** for the Department for Transport [DfTc]. I am now writing to formally accept your quotation for the following:

Total cost for a period of 18 months will consist of:

- [REDACTED]
- [REDACTED]
- [REDACTED]

Total value of this commitment £681,265 exc VAT.

The above prices will remain unchanged throughout the life of the contract or if any extension options are taken up by the Department.

The overall contract value is £700,000 exc VAT with an initial commitment of £681,265 exc VAT.

The period of the contract will commence on 11 September 2020 and expire on 10 May 2022 with the option for the department to extend to 31 May 2024.

Please note the Department is under no obligation to utilise the total contract value or the take up of the extension option.

Your **invoice** should be submitted to the DfT Shared Services Centre, Finance & Procurement, 5, Sandringham Park, Swansea Vale, SWANSEA SA7 OEA which are embedded below. [REDACTED] will shortly advise you of a NEW Purchase Order reference number.

Your **invoice** should be submitted in accordance with DfT's Invoicing Procedures embedded below:



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.

Please contact the Contract Owner [REDACTED], GMH, Great Minster House, 33 Horseferry Road, London, SW1P 4DR, telephone [REDACTED], email [REDACTED]

Please acknowledge your receipt acceptance of this letter by signing in the allocated space below and returning a signed electronic copy of the letter to me via email to [REDACTED]

I look forward to hearing from you.

Yours sincerely

Sent via email unsigned

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

[REDACTED]
On behalf of the Secretary of State for Transport

Accepted for and on behalf of **SAP Concur**
by:-

Signature:

Name:

Capacity: Director B

Date: 9/21/2020 | 2:33:45 AM PDT