

Matrix Booking Systems  
24 Capital Business Centre,  
22 Carlton Road,  
South Croydon.  
Surrey.  
CR2 0BS

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

Our ref: TIT 0347

Date: 14/06/2022

Via email to

Dear Supplier,

**Contract number & Title: TIT0347 Matrix Booking Systems**  
**CCS Framework RM1557.12 G-Cloud 12**  
**Service ID – 685189691684880**

On behalf of the Secretary of State for Transport, I accept the service offering 685189691684880, under the terms and conditions of the G-Cloud 12 Framework Agreement (RM1557:12).

This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The terms and conditions for CCS Framework reference RM1557:12
2. The CCS Framework G Cloud 12 Call Off Agreement.
3. CCS Framework RM 1557:12 – Service Offering which is stipulated in the Call Off Agreement.

The contract will commence on 01 July 2022 and expire upon completion of the work specified in the call off contract or 30 June 2023 with an option to extend this contract by 24 months in 12 month increments. The total value of this contract is £200,000 exc VAT.

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will be provided as soon as possible. Invoices submitted to the Department must quote the PO number and must be submitted in accordance with DfT's Invoicing Procedures embedded below:

Please contact \_\_\_\_\_ on \_\_\_\_\_ 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 via e-mail

Yours sincerely

*Sent via email unsigned*

**Commercial Relationship Manager  
Department for Transport  
Swansea (DVLA)**

**On behalf of the Secretary of State for Transport**