



Department
for Transport

Dr [REDACTED]
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Westminster
London
SW1P 3JA

Department for Transport
Group Commercial Directorate
Great Minster House
Horseferry Road
London
SW1P 4DR

Web Site: www.dft.gov.uk

26 February 2020

OFFICIAL

Dear [REDACTED]

TSTR0010 – E - Scooter qualitative research

On behalf of the Secretary of State for Transport, I am authorised to accept your proposal of 20 February 2020 for the above contract at the prices/rates quoted. In addition following a discussion on 26th February a small amount of additional work regarding access to previous respondents was agreed at a cost of £600.

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>
 - (iii) Your proposal of 20 February 2020.

This contract starts on 27th February 2020, and the completion date is 05 June 2020. The maximum contract value is **£49,343** (excluding VAT). This cost is not to be exceeded without prior written approval of the DfT commercial team.

[REDACTED] is the Project Sponsor, and can be contacted direct on [REDACTED] to arrange a start-up meeting.

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**

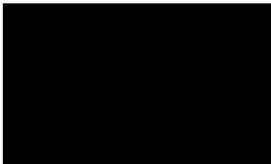
SA7 0EA.

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  or myself.

Yours faithfully



Commercial Relationship Management Lead