



Department for Transport

XXX XXX
NCC Group Security Services
XYZ Building
2 Hardman Boulevard
Manchester, M3 3AQ, UK

via email: XXX.XXX@nccgroup.com

XXX XXX
Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR
Direct Line:
Email : XXX.XXX@dft.gov.uk
Web Site: www.dft.gov.uk

Ref: VCA0004

13 October 2021

Dear XXX,

VCA0004: Automotive Cyber Security Training

This letter confirms that the standstill period for this contract award has now ended and there were no legal proceedings brought against the decision of the proposed award of this contract.

1. On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department.
 - (i) The publication of our Invitation to Tender, forming the request for proposal.
 - (ii) Department for Transport short form terms and conditions at Annex A.
 - (iii) Your proposal and documents submitted in response to our Invitation to Tender.
2. The contract will commence on 17 March 2021, ending on 17 June 2021.
3. The firm contract price will be £44,400 ex VAT. This amount is not to be exceeded without the Department's prior permission in writing.
4. Invoices shall be submitted via email or via post, but not both:

Via email: finance@vca.gov.uk

Via post: VCA Headquarters
1 The Eastgate Office Centre
Eastgate Road Bristol
BS5 6XX
United Kingdom

5. Please sign a copy of this letter to confirm your acceptance of the contents and return to me.
6. The contract manager is XXX XXX, XXX.XXX@VCA.GOV.UK.

Yours sincerely

XXX XXX, Commercial Relationship Management Lead
by authority of the Secretary of State for Transport

Signed:.....

Name.....

Position

Date:.....

Appendix 1



180502-DfT-Short-form-TCs-GDPR-Update