



Department for Transport

To:

Low Carbon Vehicle Partnership
3 Bridgeway Walk
Westminster
London
SW1H 9JJ

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

03 November 2021

Contract Award TET110122: Development of new HGV testing protocols for PIVG

I refer to your discussions with [REDACTED] in December 2020 to develop guidance material for a revised testing protocol - extended to cover refuse collection vehicles applying for the Plug in Van Grant. (Small/Large Truck level); and your response dated 29th January 2021.

1. On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department.
 - (i) Our emails and attached documents forming the request for proposal dated 17 December 2021
 - (ii) Department for Transport terms and conditions at <https://www.gov.uk/government/publications/general-conditions-of-contract-for-services>
 - (iii) Your email proposal and documents dated 29 January 2021 and revised proposal document dated 21 April 2020.
2. The contract will be deemed to commence on 11/03/2021, ending on 21/07/2021.
3. The firm contract price will be £18,500 plus VAT. This amount is not to be exceeded without the Department's prior permission in writing.
4. 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.

5. Please sign a copy of this letter to confirm your acceptance of the contents and return to [REDACTED].
6. You may contact the Contract Manager, Tom Cullen on [REDACTED] by phone on 07977 284 876 to discuss any matters relating to the commencement of the Contract.

Yours sincerely

[REDACTED]
By authority of the Secretary of State for Transport

Signed:.....

Name:.....

Date:.....