

**Systra Ltd**  
**[Redacted]**

Attn: **[Redacted]**

Date: 27<sup>th</sup> October 2016

Procurement ref: CCCO16A10

Dear Sir/Madam,

**Award of contract for the supply of Learner & Novice Driver Focus Groups**

Further to your submission of a Tender/Proposal for the above Procurement, on behalf of Department for Transport (the "Authority"), I am writing to advise that the procurement is now complete.

I am pleased to inform you that your company ranked first in our evaluation and therefore we would like to award the contract to you.

The attached appendix provides detailed feedback on your submitted proposal.

The call-off contract shall commence 1st day of November 2016 and the Expiry Date will be 31<sup>st</sup> day of January 2016. The Authority reserves the option to extend the call-off contract by 1 periods of 1 month. The total contract value shall be a maximum of £25,000.00 including all extension options.

This procurement activity was a further competition under framework UKSBS Market Research Lot 3 and the framework Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those framework terms and conditions.

Please print and sign a copy and forward to the Procurement Lead electronically via the e-Sourcing Suites' messaging service. They in turn will manage its ratification and return a copy for your records.

Please ensure that the signed copy of the contract is submitted via the e-sourcing suite by 1<sup>st</sup> November 2016. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Should you have any queries regarding this or any other matter please do not hesitate to contact me.

Yours faithfully,

**[Redacted]**

Crown Commercial Service

Signed for and on behalf of Department for Transport

**[Redacted]**



Crown  
Commercial  
Service

OFFICIAL

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Signed for and on behalf of Systra Ltd

**[Redacted]**

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