



Commercial Relationship Manager
Department for Transport
Group Commercial Services
12G Windsor House
50 Victoria Street
Westminster London
SW1H 0TL
Direct Line: [REDACTED]

29th April 2020

1. I refer to your recent discussions with the [REDACTED] at the Department for Transport, in respect of the above contract.
2. On behalf of the Secretary of State for Transport, I accept your tender dated April 2020, the documents listed below form a binding contract between you and this Department.
 - (i) The Department's Statement of Requirement discussed and agreed April 2020
 - (ii) Department of Transport Terms and Conditions at <https://www.gov.uk/government/publications/general-conditions-of-contract-for-services>
 - (iii) Your proposal dated April 2020
3. The operative period of the Contract will be 12 months, 1 day commencing from 31 March 2020 and ending 31 March 2021.
4. The firm price for the Contract is as agreed as £24,999.55 (ex VAT). This amount is not to be exceeded without the Department's prior permission in writing.
5. You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed **in the Purchase Order to:**

Or via email to [REDACTED]

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

6. Please acknowledge receipt of this letter by 15/05/2020. You may contact the Contract Manager, [REDACTED] via e-mail on [REDACTED] or by phone on [REDACTED] to discuss any matters relating to the commencement of the Contract.

Yours sincerely

[REDACTED]

**Commercial Relationship Manager for
Roads, Places & Environment**

By authority of the Secretary of State for Transport

Signed:.....

Name:

Date:.....

