



Department  
for Transport

NTT DATA UK Ltd.  
2 Royal Exchange  
London  
EC3V 3DG

Department for Transport  
Lead Procurement Business Partner  
Group Commercial Services  
2/29 Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR

9 March 2016

Dear

**Contract Number: PPRO 04/46/36 – SAP BPC Basic & Advanced Admin & Report Writer Training**

1. On behalf of the Secretary of State for Transport, I accept your quote dated 7 March 2016 for the SAP Basic & Advanced Admin & Report Writer Training Contract. This letter and the documents listed below form a binding contract between you and this Department.
  - Department for Transport Shortened Terms & Conditions, including the amendments to clauses 14 and 16 agreed between NTT DATA and DfT on 4 March 2016
  - The Department's specification for SAP Basic & Advanced Admin & Report Writer Training.
  - Your quote dated 7 March 2016
2. The contract will start on 14 March 2016 and will end on the completion of the 6 days of training as outlined in the specification and in your proposal. The maximum value of the contract to deliver the training is £13,125 exclusive of VAT. This amount is not to be exceeded without the Department's prior permission in writing. The Contract Manager for this contract is
4. In due course the Department will issue you with a written purchase order (PO). Invoices submitted to the Department **must also quote the PO number** and must be submitted as directed **in the PO to:**

arvato,  
Shared Service Centre,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA

5. Please acknowledge receipt of this letter and confirm your acceptance of the contents by signing and returning the enclosed copy to me.



[Redacted]

**by authority of the Secretary of State for Transport**

I hereby confirm receipt of the above Letter of Appointment and the agreement of NTT DATA UK Ltd. provide the Contract Services as specified in the Letter of Appointment in accordance with its terms.

Signed:

Date:

Name:

Status: