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| Award Letter redacted under FOIA section 40 and 43 ​ **.** |

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| **Turnkey Instruments Limited**  **1 Dalby Court, Gadbrook Business Centre**  **Northwich, Cheshire, CW9 7TN** |
| **Date 31st May 2022** |
| **K280021640** |

Dear XXXX,

**Acceptance of Quotation for Maintenance Services for G Meters and Related Equipment**

On behalf of the Secretary of State for Transport, I accept your tender dated 8th April 2022for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

* + - * 1. Conditions and Order Form

The operative period of the Contract will be 2 years with an option to extend for a further 2 years on an annual basis**,** commencing on 8th June 2022

The Approved Maximum Cost for the Contract is £54,324.04 inclusive of Value Added Tax.

Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. The Purchase Order Number for this contract will be confirmed post award. You must quote the PO number on all invoices, and these must be submitted directly to:

**SSa.invoice@sharedservicesarvato.co.uk**

***Accounts Payable,***

***Shared Services arvato,***

***5 Sandringham Park,***

***Swansea Vale,***

***Swansea***

***SA7 0EA***

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Please acknowledge receipt of this letter **and** contact the Contract Manager XXXX via email to discuss arrangements for commencement of the Contract. To confirm acceptance of this Contract please complete Docusign signature that will be sent to you via the Contract Manager.

Yours sincerely

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by authority of the Secretary of State for Transport