

Specialist Computer Centres
James House, Warwick Road, Tyseley
Birmingham
B11 2LE

Contract Agreement Number
K280021406

19 October 2021

Dear Bid Team

Acceptance of Tender for IT HARDWARE, PERIPHERALS AND ASSOCIATED SERVICES TO THE DVSA UNDER the Crown Commercial Service TECHNOLOGY PRODUCTS AND ASSOCIATED SERVICES RM6068.

1. On behalf of the Secretary of State for Transport, I accept your Tender dated 13th September 2021 under the terms and conditions of the **FRAMEWORK RM6068 TECHNOLOGY PRODUCTS AND ASSOCIATED SERVICES**. This letter and the documents listed below form a binding contract between you and this Department.

- I.* The terms and conditions for Framework reference RM6068
- II.* The Department's Request for Proposal via DfT Portal Jaggaer dated 16th August 2021.
- III.* ***The Department's specification***
- IV.* Your Tender response dated 13th September 2021.

2. You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will be advised. Invoices submitted to the Department **must also quote the PO number** and must be submitted as directed **in the PO to:**

***Accounts Payable,
Shared Services arvato,
5 Sandringham Park,
Swansea Vale,
Swansea SA7 0EA***

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

3. To assist the payment process please provide drafts of the invoice due to be submitted to XXXXXXX prior to submission.

4. Please acknowledge receipt of this letter via the DfT portal and contact the Contract Manager XXXXXX on telephone number XXXXXX, email XXXXX, to discuss arrangements for commencement of the Contract.

Yours sincerely,

XXXXXXXXXX

by authority of the Secretary of State for Transport

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