



Department
for Transport

[REDACTED]
Battelle Memorial Institute

Commercial Directorate

DVLA
Longview Road
Morrison
Swansea SA6 7JL

Tel No: [REDACTED]

Mobile No: [REDACTED]

Web Site: www.dft.gov.uk

Our ref: T IT 0087

Date: 05 November 2019

Dear [REDACTED]

Contract Title: DfT Provision of Tray Validation

Contract Number: T IT 0087

On behalf of the Secretary of State for Transport, I accept your tender dated 15 October 2019 for the above contract. This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. Form of Tender
2. Department for Transport General Conditions of Contract for Goods, as amended by the Parties and attached hereto.
3. Statement of Requirements Specification
4. Pricing Schedule
5. Invitation to Tender letter
6. Instructions to Tender
7. Battelle Tender Response (attached hereto)

The period of the contract will be 8 Months with an option to extend for a further 6 Months if the Department requires. The contract will commence on 1/31/2020 and expire on 9/30/2020 subject to the extension period not being utilised.

The Firm Price for the Contract is **\$109,274 USD (£83,415)**, exclusive of Value Added Tax and exclusive of the extension option. All payments shall be made in USD at the amount set forth herein.

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 for this contract will follow shortly. Invoices submitted to the Department **must quote the PO number** and must be submitted in accordance with DfT's Invoicing Procedures below.

Please ensure invoices are sent to SSa and not DfT. Invoices received without the correct Purchase Order Number will be returned to you and will delay receipt of payment.



**Department
for Transport**

Please contact the Contract Owner [REDACTED] [REDACTED]@dft.gov.uk, to discuss arrangements for commencement of the contract.

Please acknowledge your receipt acceptance of this letter by signing in the allocated space below and returning to me an electronic scanned copy via email. I look forward to hearing from you.

Yours sincerely,

Sent via email unsigned

[REDACTED]
**Procurement Business Partner
Department for Transport**

[REDACTED]@dft.gov.uk
On behalf of the Secretary of State for Transport

Accepted for and on behalf of Battelle Memorial Institute by: -	
Signature:	[REDACTED]
Name:	[REDACTED]
Capacity:	<u>Contracts Manager</u>
Date:	<u>January 31, 2020</u>