



# Department for Transport

Nationwide Trailer Parts Ltd

Via email

Commercial Relationship Manager for  
Roads, Places & Environment  
Department for Transport  
Group Commercial Directorate  
Great Minster House  
38 Horseferry Road,  
Westminster,  
London SW1P 4DR

Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

Our Ref: TRSS10104

Date 10 November 2020

Dear Sir,

## **Contract Number TRSS10104 Provision of Rear Marker Plates**

1. I refer to your recent discussions with [REDACTED], [REDACTED], to supply 6,311 pairs of Rear Marker Plates as outlined in our specification emails dated 6<sup>th</sup> November 2020.

On behalf of the Secretary of State for Transport, the documents listed below and the agreement reached between you and [REDACTED], form a binding contract between you and this Department.

- (i) your proposal email dated 6<sup>th</sup> November
  - (ii) Department for Transport purchase order terms and conditions at <https://www.gov.uk/government/publications/purchase-order-conditions-of-contract>
3. The contract will be commencing on 11 November 2020 and end on 31 December 2020
4. The firm price for the contract will be £35,278.49 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. This replaces any existing payment arrangements you may have made. Invoices must quote the correct Purchase Order Number and should be submitted as directed **in the Purchase Order to:**

**Accounts Payable,  
DfT Shared Service Centre,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.**

Or via email to [SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

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. You may contact the Contract Manager, [REDACTED], [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:.....