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| Commercial Directorate | |
| DVSA  Driver and Vehicle Standards Agency The Ellipse Padley Road Swansea | |
| Our Ref: K280021478  Date: 22/11/2021 |  | |
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Softcat Plc

Thames Industrial Estate

Fieldhouse Lane

Marlow

SL17 1LW

United Kingdom

Dear Sir/Madam,

**Award Letter - K280021478 Software and Licence Procurement**

On behalf of the Secretary of State for Transport, I accept your quote dated 14/10/2021 under the terms and conditions of Crown Commercial Services Framework RM6100 called Technology Services 3

This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The terms and conditions of Framework reference RM6100
2. Attachment 3 Statement of Requirements K280021478
3. RM6100 Call-off Form (once signed by both parties)

## The contract will commence on the 29th November 2021 and will end on 28th November 2023.

## The period of the contract will be 2 years with an option to extend twice by 12 months. The maximum budget for the requirement is £14,904,550.00 (including extensions).

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. Purchase order must be included on each invoice.

Invoices should be emailed to: [ssa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk) or posted to the following address:

Shared Services Arvato 5 Sandringham Park Swansea Vale Swansea

SA7 0EA

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

The Contract Owner is Tracey Taylor who can be contacted on telephone number 07971 622262, email address [tracey.taylor@dvla.gov.uk](mailto:tracey.taylor@dvla.gov.uk).

Please acknowledge your receipt of this letter by signing in the allocated space below and returning to me at the above address.

Yours sincerely



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| Magda Borkowska |
| Commercial Directorate |
| Magda.borkowska@dvsa.gov.uk  **On behalf of the Secretary of State for Transport** |

Accepted for and on behalf of Softcat Plc:

Signature: Conor Donoghue

Name: Conor Donoghue

Capacity: Major Account Manager

Date: 25/11/2021