



Department for Transport

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Commercial Directorate

DVLA
Longview Road
Morrison
Swansea SA6 7JL
Phone: 01792 788272
Web Site: www.dft.gov.uk

Your ref:

Our ref: PPRO 004/070/006
Date: 26 November 2018

Dear Supplier

PROPENSITY TO CYCLE TOOL CONTRACT REF: PPRO 004/070/006

On behalf of the Secretary of State for Transport, I accept your quote dated 5 November 2018 in respect of the programme of work to maintain the Propensity to Cycle Tool under the Department for Transport Short Form Terms and Conditions.

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

1. The DFT terms and conditions for Services see link below
<https://www.gov.uk/government/publications/short-form-terms-and-conditions>
2. Your quote 5 November 2018

The contract will start at a mutually agreed date during 3 December 2018 and will be for 1 year with no option for the Department for Transport to extend

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 provided as soon as possible. Invoices submitted to the Department must also quote the PO number and must be submitted in accordance with DfT's Invoicing Procedures embedded below.



SSA.doc

Please contact the Contract Owner: [REDACTED], Active Accessible Travel, Department for Transport, Great Minster House, 33 Horseferry Road, London SW1P 4DR. Tel [REDACTED] Email: [REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk) to discuss arrangements for commencement of the work.

Any variation to the above shall not be without the written agreement of the Authority. If you have any queries regarding this order please contact me.

Kindly acknowledge receipt of this order by either email or telephone to me details as shown at the top of this letter.

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

Yours sincerely

Sent via email unsigned


Procurement Business Partner
Department for Transport
Swansea (DVLA)

On behalf of the Secretary of State for Transport

Accepted by University of Cambridge:-

Signature:

Name:

Capacity:

Date: