



Department for Transport

RDC Aviation Ltd.
(By Email)

Department for Transport
Group Commercial Directorate
Great Minster House
Horseferry Road
London
SW1P 4DR

04 January 2021

Dear [REDACTED]

THEP3026 – RDC Aviation Data: CONTRACT AWARD

1. On behalf of the Secretary of State for Transport, I accept your tender you submitted 17/12/2020 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department;
 - I. Your tender dated 17/12/2020 – RDC Aviation Products Apex, Airport Charges subscriptions.
 - II. Purchase order conditions of Contract, **25th May 2018 as found on:** <https://www.gov.uk/government/publications/purchase-order-conditions-of-contract>
2. The operative period of the Contract will commence on the 14/12/2020 until 14/12/2021.
3. The **Firm Price** for the Contract is **£29,500.00**, exclusive of Value Added Tax.
4. Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

SSa.invoice@sharedservicesarvato.co.uk

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

5. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.
6. Your DfT contract lead will be [REDACTED]
7. Please acknowledge receipt of this letter. The business area within the Department for Transport will contact you shortly to arrange commencement of the work.

Yours sincerely,

[REDACTED]

by authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for: THEP3026 – RDC Aviation Data

Signed:

Name: I

[REDACTED]