



# Department for Transport

Secretary General  
ITS(UK)

Business Partner  
Group Commercial Services  
Department for Transport  
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Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

10 September 2015

Dear

## **PPRO 04/71/11: Contract for EU Intelligent Transport Systems Directive – National Access Point and Assessment of Compliance**

1. On behalf of the Secretary of State for Transport, I accept your proposal for the above mentioned contract. This letter and the documents listed below form a binding contract between you and this Department.
  - Your costed proposal dated 2 September 2015
  - The Department's General Conditions of Contract for Services
2. This contract will commence from the date of this letter and conclude on 31 December 2017 unless extended or terminated by the Department.
3. The Approved Maximum Cost for this work is £20,100 excluding VAT. This value must not be exceeded without the written authority of the undersigned.
4. You must be in possession of a purchase order (PO), before commencing any work under this contract. You will be informed of the PO for this contract in due course. Invoices submitted to the Department **must also quote the PO number** and must be submitted as directed **in the PO to:**

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

**Invoices received without the correct Purchase Order Number will be  
returned to you and will delay receipt of payment.**

5. To assist with the payment process draft invoices should be submitted by e-mail to the Project Sponsor/Contract Manager. Once the draft invoice has been agreed a DfT 'Goods Received Notice' (GRN) will be produced and the DfT will then confirm that the invoice may be submitted for payment as detailed above.
6. Please acknowledge receipt of this letter and contact the Contract Manager, [REDACTED]@dft.gsi.gov.uk; [REDACTED] to discuss arrangements for the commencement of this contract.

Yours sincerely

[REDACTED]

[REDACTED]  
by authority of the Secretary of State for Transport