



Department
for Transport

Department for Transport
33 Horseferry Road
London
SW1P 4DR

Web site: www.dft.gov.uk

Tuesday, 16 January 2024

Athlon Mobility Services UK Ltd
Tongwell
Milton Keynes
MK15 8BA

FAO: [REDACTED]
Email: [REDACTED]@Athlon.com

SENT ELECTRONICALLY

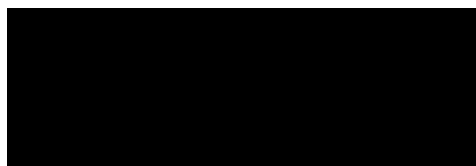
Procurement Title: Lease of a Ford Tourneo for the Air Accidents Investigation Branch
Procurement Reference: TISE3130

Dear [REDACTED],

I am writing to thank you for your quotation for the AAIB's lease of a Ford Tourneo Custom, dated 24/11/2023. On behalf of the Secretary of State for Transport, the AAIB proposes to **accept** this quotation.

If you, the supplier, **Athlon Mobility Services UK Ltd**, are content to enter into a binding contract with the Air Accidents Investigation Branch (AAIB), please sign and return a copy of this letter. This letter and the documents listed below form a binding contract between you and the AAIB.

- Your quotation, dated 24/11/2023;
- The AAIB's Specification of the vehicle that they require;
- A signed copy of the CCS RM6268 Simple Order Form;



This contract is awarded through Lot 1 of CCS' Vehicle Lease, Fleet Management and Salary Sacrifice Car Schemes framework (RM6268), and will be subject to the framework's vehicle lease terms and conditions.

The contract shall cover a period of three years from the date of delivery of the vehicle (which is anticipated to be in the fourth quarter of 2024). For the purposes of implementing the contract on the DfT's finance system, the nominal start date shall be **01/09/2024** and the nominal end date shall be **01/09/2027**. As outlined in your quotation, [REDACTED]. The net rental across the 3 years of the contract will therefore be **£25,527.48**. An initial payment will be made in advance for the first year, followed by two further annual payments (commencing in the second year of the contract).

You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Via email: ssa.invoice@sharedservicesarvato.co.uk and finance@aaib.gov.uk

Or post:

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

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment. Invoicing Instructions attached below for further details.



Invoicing
Instructions.doc

The Contract Manager for this contract is [REDACTED] – email: [REDACTED]@aaib.gov.uk.

Signed	[REDACTED]
Name	[REDACTED]
Position	Chief Commercial Officer
Date:	16/01/2024

Yours sincerely,

[REDACTED]

[REDACTED], Commercial Relationship Manager

Signed for and on behalf of the Department for Transport