

Freshworks
54 Fenchurch Street
London
EC3M 3LA

Mob: 
Web Site: www.dft.gov.uk

Our ref: PPRO/004/047


Date: 12 October 2021

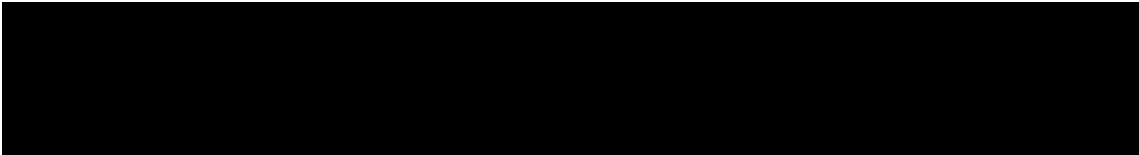
Dear Supplier

**Contract number & Title: PPRO/004/047/240 Customer Request Service
CCS Framework RM1557.IX**

On behalf of the Secretary of State for Transport, the Department would like to extend this agreement. This amendment allows for the take up of the final extension option available as set out within the call off agreement.

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

1. The terms and conditions for CCS Framework reference RM1557: IX
2. The CCS Framework G Cloud IX Call Off Agreement.
3. CCS Framework RM 1557:12 – Service Offering 9216 0335 6975 406
4. 



The contract will commence on 3 September 2021 and expire on 2 September 2022 with no further option to extend. The total value contract extension value is up to £24,660 excluding VAT.

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 quote the PO number and must be submitted in accordance with DfT's Invoicing Procedures embedded below:



Invoicing
Procedure.doc

[Redacted]

[Redacted]

Please acknowledge your receipt, understanding and acceptance of this letter by signing in the allocated space below and returning to me via email to

[Redacted]

Yours sincerely

Sent via email unsigned

[Redacted]

**Procurement Business Partner
Department for Transport
Swansea (DVLA)**

[Redacted]

[Redacted]

On behalf of the Secretary of State for Transport