



Department for Transport

Department for Transport
33 Horseferry Road
London
SW1P 4DR

Yada Yada Productions Limited
8 Coldbath Square

London

[REDACTED]

FAO: [REDACTED]

Email: [REDACTED]@yada-yada.net

Date: 22/07/2021

Procurement ref: **TRHR3197**

Dear [REDACTED],

Award of contract for HR SCS Induction Videos

Further to your response to our qualification questions for the above procurement, I am writing to advise that the procurement is now complete and therefore we would like to award the contract to you.

The contract shall commence on the **23/07/2021** and the Expiry Date will be **30/09/2021**.

This contract has been awarded through a single tender action. This letter and the documents listed below form a binding contract between you and this Department.

- Tender documents issued on 14/07/2021.
- Your proposal/quotation submitted on 16/07/2021.
- DfT Short Form Terms & Conditions
- Link to the DfT Short Form Terms & Conditions Terms
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/893510/purchase-order-conditions-of-contract.pdf

The Contract Lead, [REDACTED]@dft.gov.uk, will contact you to discuss working arrangements under this contract.

The firm approved cost for the work will be **£39,000.00** (exclusive of VAT) and this must not be exceeded.

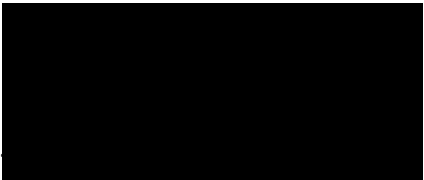
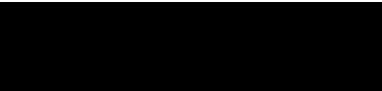
You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

 @sharedservicesarvato.co.uk

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

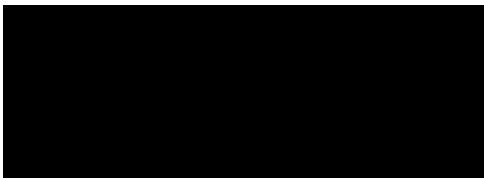
Please ensure you CC the contract lead. Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

If you are content to enter into a binding contract, please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

<div>Signed:..... </div> <div>Name:..... </div> <div>Position:.....Director, Yada-Yada Productions Ltd.....</div> <div>Date:.....21st July 2021.....</div>
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Yours sincerely,

 DfT Commercial Manager



Signed for and on behalf of the Department for Transport.