



Department for Transport

XMA Limited

Unit 44, Wilford Industrial Estate
Ruddington Lane
Wilford
Nottingham
NG11 7EP

FAO: [REDACTED]
Email: [REDACTED] [@xma.co.uk](mailto:[REDACTED]@xma.co.uk)

[REDACTED]
Commercial Manager
Department for Transport
Group Commercial Directorate
12th Floor
50 Victoria St
Westminster
London
SW1H 0TL

22 December 2020

Dear [REDACTED],

TRGF3096 – Provision of Electronic Office Supplies

1. On behalf of the Secretary of State for Transport, this contract is awarded to XMA Limited for the provision of Electronic Office Supplies (contract reference TRGF3096).
2. This procurement was conducted via the Crown Commercial Services (CCS) Office Supplies Framework (RM6059) Lot 3 and is subject to the framework terms and conditions.
<https://www.crowncommercial.gov.uk/agreements/RM6059>
3. Further details are provided in the Schedule 6 Call-Off order form which has been agreed and signed by both parties.



RM6059-Framework-
Schedule-6-Order-For

4. The call-off start date is 04/01/2021 with an end date of 03/01/2023, with the option to extend for up to 2 further periods of 12 months.
5. The maximum value of the call-off contract is £120,000.00 excluding VAT for the initial 2-year term.
6. 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:

Email: SSa.invoice@sharedservicesarvato.co.uk

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

7. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.
8. The DfT Contract Manager for this [REDACTED] |
[REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)
9. Please acknowledge receipt of this letter. The business area within the Department for Transport will contact you shortly to arrange commencement of payment for the delivered work.

Yours sincerely,

[REDACTED]

[REDACTED], DfT Commercial Manager
by authority of the Secretary of State for Transport