



Department for Transport

Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR
Direct Line: 07814068488
Email: [REDACTED]
Web Site: www.dft.gov.uk

KELLY EXECUTIVE SERVICES LTD
63 Phoenix Way
Hounslow
TW5 9NB
Email: [REDACTED]

Ref: TRSS10170

14 April 2022

Dear [REDACTED],

Re: TRSS10170 Provision of Executive Cars for Ministers *Revision*

On behalf of the Secretary of State for transport and the Government Car Service (GCS) I am pleased to confirm award of the above contract.

1. The documents listed below form a binding contract between you and this Department.
 - (i) The publication of our Statement of Requirements, forming the request for proposal sent to you on 11th January 2022.
 - (ii) Department for Transport general contract terms and conditions for services below £5m, copy of which is embedded in this document
 - (iii) Your proposal and documents submitted in response to our Invitation to Tender dated 11th January 2022 and
 - (iv) ***Your updated pricing document dated 7th April 2022 to include the V and S class vehicles**
2. The contract will commence on 9th March 2022, for a period of three (3) years ending on 8th March 2025 ("**the Initial Term**"). The Department has the option to extend the Contract for a further period of one (1) year.
3. The firm Contract price will be up to a maximum but not a guarantee of £180,000 excluding VAT for the Initial Term. This amount is not to be exceeded without the Department's prior permission in writing.
4. Invoices shall be submitted via post:

Shared Services arvato
Sandringham Park
Swansea Vale
Swansea
SA7 0EA

Or Via email: SSa.invoice@sharedservicesarvato.co.uk

5. Please sign a copy of this letter to confirm your acceptance of the contents and return to [REDACTED].

You may contact the Contract Manager, [REDACTED] [REDACTED] to discuss any matters relating to the commencement of the Contract.

Yours sincerely

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

Signed:

Name: [REDACTED]

Position: Operations Director

Date: 13/04/2022



Copy of Copy of 06 Kellys - Government 04 Statement of Department for
GCS Pricing schedule Car Service Document Requirements - GCS Transport T&Cs_Kelly:

