



Department for Transport

XX
Arrowhead Road
Sevington
Ashford
Kent
TN24 0FL
Email: X@Ashfordtruckstop.co.uk

XX
Commercial Relationship Management
Lead
Department for Transport
Group Commercial Directorate
Great Minster House
Horseferry Road
London SW1P 4DR

sXX@dft.gov.uk

Contract Agreement Number:
TRSS10179

10 February 2022

Dear X,

TRSS10179 – Parking & Driver Welfare Provision - Ashford, Kent:

1. On behalf of the Secretary of State for Transport, I am pleased to confirm award of this contract to work with the Department. This follows discussion between you and the Department. This letter and the documents listed below form a binding contract between you and this Department:
 - I. Our statement of requirements dated February 2022.
 - II. Your response of 9th February 2022 accepting that statement of requirements
 - III. The DfT terms and conditions of contract for services under £5m
2. The **Maximum Price** for the Contract is **£750,000** exclusive of Value Added Tax. This value cannot be exceeded without written approval from the commercial team. Please note that this contract depends on demand as set out in the statement of requirements and payment will be dependent on the Department asking AIT to activate
3. The Contract will start on 10th February 2022 and ends on 31st March 2023.
4. XX, XX@dft.gov.uk is the contract manager.
5. Suppliers must be in possession of a written instruction from the Department, before commencing any work under this contract. A purchase order will follow shortly after the written instruction and you must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

***Accounts Payable,
Shared Services arvato,
5 Sandringham Park,
Swansea Vale,***

Swansea
SA7 0EA

Or via email to ssa.invoice@sharedservicesarvato.co.uk

6. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Yours sincerely,

SIGNATURE

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Commercial Relationship Management Lead