



Department for Transport

xx
Managing Director
Parking Matters

via email: xx@parkingmatters.co.uk

Dear xx,

xx
Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR
Direct Line: xx

Email : xx@dft.gov.uk
Web Site: www.dft.gov.uk

Ref: TRST3044

17 November 2023

TRST3044: Subject matter expertise and technical support for delivering the National Parking Platform and maintaining pilot operations

On behalf of the Secretary of State for Transport, I accept your tender dated 24th October for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department;

- I Our statement of requirements issued to you on 11 October 2023
- II Your proposal received by us on 24 October 2023
- III General conditions of contract for services below 5 million, embedded in this award letter
- IV An amended schedule 22 to those general conditions (insurance), also embedded in this award letter

The Contract will start on 20 November 2023 and finish by 31 March 2025. The Firm Price for the Contract is **£450, 000** exclusive of Value Added Tax. This value cannot be exceeded without written approval from the commercial team.

The contract manager is xx, xx@dft.gov.uk

Please note the contract reference number is now **TRST3044**, not as previously quoted on the statement of requirements. This new contract reference must be quoted on all invoices.

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:

ssa.invoice@sharedservicesarvato.co.uk
Accounts Payable,
Shared Services arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA

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

Please confirm acceptance of this contract directly to me.

Yours sincerely

Signature

xx, Commercial Relationship Management Lead
by authority of the Secretary of State for Transport



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22_-_Insurance Nov .



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