



# Department for Transport

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Department for Transport  
Business Partner  
Group Commercial Services  
Procurement Business Partner Team  
Zone D/06  
Ashdown House  
Sedlescombe-Road-North  
St Leonards-on-Sea  
East Sussex  
TN37 7GA

Web site: [www.dft.gov](http://www.dft.gov).

12<sup>th</sup> April 2016

Dear

## **MAINTENANCE & SUPPORT FOR RTFO SYSTEM CONTRACT REF: PPRO 04/9/39**

On behalf of the Secretary of State for Transport I am pleased to inform you that you have been selected to carry out the above service, which shall be according to the documentation listed below:

- (i) Our Statement of Requirement(SOR)
- (ii) The DfT terms and conditions of service dated 8<sup>th</sup> September 2015
- (iii) Form of tender;
- (iv) Instructions to Tenderers;
- (v) Your tender received 29<sup>th</sup> March 2016;
- (vi) Our clarifications emails of the 4<sup>th</sup> and 8<sup>th</sup> April 2016 and subsequent replies of the 5<sup>th</sup> and 11<sup>th</sup> April 2016.

We note that you have introduced an alternative condition in answer to our clarification dated 8<sup>th</sup> April 2016 section (2.1) on the payment being quarterly in advance and contrary to the DfT terms which is monthly in arrears.

However owing to the short term nature of this contract the Department is willing to accept, on this occasion only, your payment as being quarterly in advance, subject to any deduction of any service credits due during the payment period and as shown in the SOR.

**Contact:** The main contact for this service shall be Andy Robertson, RTFO, Low Carbon Fuels, D Floor Ashdown House, Sedlescombe Road North, St. Leonards on Sea, East Sussex TN37 7GA.

Please contact to initiate the processes.

**Timetable:** The contract shall start with the effective date of this letter and continue for a period of up to 12 months until 11<sup>th</sup> April 2017. There shall be a further option, should it be required, to extend the contract by up to 6 months to allow for any overlap and re-tendering of the new service as stipulated in the SOR, which shall not take place without the prior approval of the Authority.

**Charges:** The charges for the service shall be as set out in your tender dated 24<sup>th</sup> March 2016 at an aggregate cost of £50,000.00, but exclusive of the optional costs shown. All charges shown are exclusive of VAT.

