



Department for Transport

Microsoft Limited  
Microsoft Campus,  
Thames Valley Park,  
Reading  
RG6 1WG

Via email [REDACTED]

Group Commercial Directorate  
Department for Transport (DfT)  
33 Horseferry Road  
Westminster  
London  
SW1P 4DR

Phone: [REDACTED]

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

Our ref: TIT0303

Date: 23/09/2021

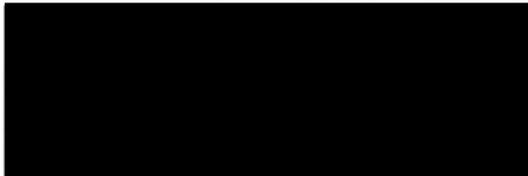
Dear Supplier

**TIT0303 – Provision of Microsoft Unified Support**

On behalf of the Secretary of State for Transport, I accept your quote of 25 August 2021 for Microsoft Unified Support Service as outlined in the embedded contract below.

This letter and the document's listed below form a binding contract between you and the Department for Transport;

1. The amended Statement of Work (SOW) which is embedded below.



The contract will commence on 25 September 2021 and expire on 24 September 2022 with an option to extend for 24 months in 2 x 12 month increments.

The value of this contract is up to £300,000 with an initial commitment to spend £96,442 excluding VAT.

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will be provided as soon as possible. Invoices submitted to the Department must also quote the PO number and must be submitted in accordance with DfT's Invoicing Procedures embedded below.



Invoicing%20Procedures.doc

Please contact [REDACTED] to discuss arrangements for commencement of the contract.

Please sign and return the letter via email to [REDACTED] at your earliest convenience.

Yours sincerely

*Sent via email unsigned*

