

COMMERCIAL IN CONFIDENCE



## Department for Transport

**The Press Association Ltd**  
The Point, 37 North Wharf Road  
Paddington, London  
W2 1AF

**FAO:** [REDACTED]

[Adana.West@pa.mvola.com](mailto:Adana.West@pa.mvola.com)

\*SENT ELECTRONICALLY\*

[REDACTED]  
Commercial Manager  
Group Commercial Directorate  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR  
Direct line:

Tel: [REDACTED]

Email: [REDACTED]@dft.gov.uk

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

**Monday, 30 May 2022**

Dear [REDACTED],

DfT Reference: **TCOM3038**

Title: **Press Association Mediapoint Service (2022/23)**

1. On behalf of the Secretary of State for Transport, I accept your quotation (attached below, Annex 1) for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.
2. The contract is to be let under Mediapoint Service Commercial Terms conditions.



Annex 1 - PA Media  
Point Quotation and T

3. The maximum firm value of this contract is **£20,500.00** excluding VAT and is for 20 licences to access Mediapoint's materials.
4. This contract is valid from **01 June 2022** till **31 May 2023**, with no provision to extend.
5. You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:  
[SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

Or by post to:

**Accounts Payable, Shared Services Arvato,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.**

6. Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

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The Contract Manager for this contract is [REDACTED] – email:  
[REDACTED]@dft.gov.uk@dft.gov.uk

This letter (including the documents referred to in it) will form a binding contract between  
The Press Association Ltd (the supplier) and the Department for Transport (the buyer)

Yours sincerely,

[REDACTED]

[REDACTED] DfT Commercial Manager  
By authority of the Secretary of State for Transport

[REDACTED]

[REDACTED]

30/05/2022