



Department
for Transport

Invotra Limited
Chertsey House
61 Chertsey Road
Woking
GU21 5BN

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

Mob: [REDACTED]
Web Site: www.dft.gov.uk

Our ref: TCOM3061

Date: 06 March 2024

Dear Supplier

Contract number –TCOM3061

**Contract Title - MyDfT - Intranet Hosting, Software, Support &
Continuous Improvement**

CCS Framework RM1557.13 G-Cloud 13

Service ID – 766558277967152

On behalf of the Secretary of State for Transport, I accept your DfT – Invotra SaaS Contract Proposal, dated Wednesday 20th December 2023 which aligns to the G Cloud pricing for the above service offering, under the terms and conditions of the G-Cloud 13 Framework Agreement (RM1557:13).

This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The terms and conditions for CCS Framework reference RM1557:13
2. The CC Framework G Cloud 13 Call Off Agreement.
3. CCS Framework RM 1557:13 – Service Offering 766558277967152
4. Your proposal, DfT – Invotra SaaS Contract Proposal

The contract will commence on 9 March 2024 and expire on 8 March 2026, with an option for the Department to extend for an additional 12 months. The value of this Contract is up to £400,000 ex Vat, with an annual commitment of £120,060 ex 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.



Please contact the Contract Owner [REDACTED] on telephone number [REDACTED] or via email [REDACTED] to discuss arrangements for continuation of the contract.

Please acknowledge your receipt, understanding and acceptance of this letter by signing in the allocated space below and returning to me via email to [REDACTED]

Yours sincerely

Sent via email unsigned

[REDACTED]
**Commercial Relationship Manager
Department for Transport
Swansea (DVLA)**

[REDACTED]
On behalf of the Secretary of State for Transport

Accepted for and on behalf of Invotra Limited
by:-

DocuSigned by:
Signature: [REDACTED]
F49D295CAC65444...

Name: [REDACTED]

Capacity: Managing Director

Date 07/03/2024