



Department  
for Transport

[REDACTED]  
Holywell Building,  
Holywell Park,  
Ashby Road,  
Loughborough,  
Leicestershire, LE11 3UZ

[REDACTED]  
Department for Transport  
Group Commercial Directorate  
Great Minster House  
Horseferry Road  
London SW1P 4DR

Contract Agreement Number: **P4075030**

08 January 2019

Dear [REDACTED]

**P4075030 The Provision of a Technical Audit of Domestic Chargepoints for  
OLEV: CONTRACT AWARD**

1. On behalf of the Secretary of State for Transport, I accept your tender dated 28 November 2018 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

- I. Form of Tender
- II. General Conditions of Contract for Services 10th September 2012  
as found on  
<https://www.gov.uk/government/publications/general-conditions-of-contract-for-services>
- III. Statement of Requirements
- IV. My tender (and any amendments to it agreed in writing)

and for the avoidance of doubt

- V. Invitation to tender letter
  - VI. Instructions for Tenderers
2. The contract will commence on 14 January 2019 and will end 30 September 2019
  3. For avoidance of doubt this is a Blended Rate Contract and volumes of work cannot be guaranteed from the Contracting Authority. This contract shall not exceed a value of £106,000. The cost of the Capped element shall not exceed £8,550. The cost for the call off section shall therefore not exceed a maximum of £97,450.

4. 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:

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

5. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.
6. Please **acknowledge receipt** of this letter and the business area within the Department for Transport will contact you shortly to arrange commencement of the work.

Yours sincerely



[Redacted]  
by authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for: P4075030 The Provision of a Technical Audit of Domestic Chargepoints for OLEV

Signed:

[Redacted]

Date:

17.1.19

Name:

[Redacted]

Status:

[Redacted]