

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

[\[REDACTED\]@microsoft.com](mailto: [REDACTED]@microsoft.com) |

Dear [REDACTED]

**Microsoft Premium Support for Department for Transport (DfT)**  
**Contract Reference: PPRO 004/047/188**

On behalf of the Secretary of State for Transport, I accept your quote of 7 August 2017 under Department for Transport short terms and conditions. This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The Department for Transport short form terms and conditions see link below:  
<https://www.gov.uk/government/publications/short-form-terms-and-conditions>
2. Your quote dated 7 August 2017

The contract will commence on 28 August 2017 and expire 27 August 2018 with no option for the Department for Transport to extend.

The firm cost for this contract is £77,005.00 exclusive of Value Added Tax.

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.



SSA.doc

Please contact the Contract Owner [REDACTED] on telephone number [REDACTED] or via email [\[REDACTED\]@dft.gsi.gov.uk](mailto: [REDACTED]@dft.gsi.gov.uk), to discuss arrangements for commencement of the work.

Please acknowledge your receipt, understanding and acceptance of this letter by signing in the allocated space below and returning to me at the above address.

Yours sincerely

*Sent via email unsigned*

[REDACTED]  
**Procurement Business Partner**  
**Department for Transport**  
**Swansea (DVLA)**  
[\[REDACTED\]@dft.gsi.gov.uk](mailto: [REDACTED]@dft.gsi.gov.uk)  
**On behalf of the Secretary of State for Transport**

**Commercial Directorate**

DVLA  
Longview Road  
Morriston  
Swansea SA6 7JL  
Phone: [REDACTED]  
Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

Your ref:

Our ref: PPRO 004/047/188

Date: 08 August 2017

Accepted by :- Microsoft Limited

Signature:

Name:

Capacity:

Date: