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| **Haenni Wheel Weighpads Limited**  **49 Coppice View**  **Bradford**  **BD10 8UF** |
| **29 September 2022** |
| **K280021773** |

The following document has been redacted in line with FOIA sections 40 and 43

Dear xxxx

**Acceptance of Quotation for *Services & Supplies Required***

1. On behalf of the Secretary of State for Transport, I accept your tender dated ***24 August 2022*** for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.
   * + - 1. Mid Tier Contract Award For
         2. Mid Tier Core Terms
         3. Mid Tier Schedule 2 - Specification
         4. Mid Tier Schedule 4 Tender
         5. Mid Tier Annex 1 - Pricing Schedule
         6. Mid Tier Schedule 1 – Definitions
         7. Mid Tier Schedule 6 – Transparency Report
         8. Mid Tier Schedule 3 – Charges
         9. Mid Tier Schedule 10 – Service level
         10. Mid Tier Schedule 21 - Variation Form
         11. Mid Tier Schedule 22 - Insurance Requirements
         12. Mid Tier Schedule 25 - Rectification Plan
         13. Mid Tier 26 - Sustainability
2. The operative period of the Contract will be 01 October 2022, commencing on 03 October 2022
3. The Approved Maximum Cost for the Contract is £600,000 although this is not guaranteed, exclusive of Value Added Tax.
4. Suppliers must send all consolidated invoices quoting a PO number to.

***Accounts Payable,***

***Shared Services arvato,***

***5 Sandringham Park,***

***Swansea Vale,***

***Swansea***

***SA7 0EA***

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

1. To assist the payment process please provide a draft consolidated invoice.
2. Please acknowledge receipt of this letter **and** contact the Contract Manager **xxxxxx** via email xxxxxxx to discuss arrangements for commencement of the Contract. Please also complete the questionnaire at Annex A - **note to Contractual Authority holder - add details at top of questionnaire and email address at the bottom]**

Yours sincerely

xxxxx

Commercial Category Manager

by authority of the Secretary of State for Transport

**ANNEX A: SUPPLY CHAIN QUESTIONNAIRE**

Contract Number K280021773

Title - Repair, maintenance, calibration, verification, occasional supply of equipment, and occasional weighpad hire.

Name of Supplier Haenni Wheel Weighpads Limited

Contract start date: 03 October 2022 Contract end date: 02 October 2024 (with an 2x option to extend for up to 12 months)

Total value (excl VAT) £600,000

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Dear Supplier

You indicated in your tender that one or more Small or Medium suppliers (SME) would form part of your supply chain for delivering the above contract.

As indicated in the contract specification, we now require some further information about the SME(s) you will be using. This will be used to help us measure the success of activity we have undertaken to help make our contracts more accessible to SMEs and to respond to requests for information about our use of SMEs.

Please provide the following for **each** SME in your supply chain

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| Name of SME: West Yorkshire Trading Standards, part of West Yorkshire Joint Services  Address: Nepshaw Lane South, Morley, Leeds  Post code: LS27 7JQ  Value\* of the proportion of the contract they will be undertaking: £60k over four years |

*Please replicate this box as many times as needed*

Name of SME: Courier Logistics Limited

Address: Unit 16 Commondale Way, Euroway Industrial Estate, Bradford

Post code: BD4 6SF

Value\* of the proportion of the contract they will be undertaking: £30k over four years

\*Please note: Monthly spend information for each SME will be calculated by equally apportioning this figure to each month of the contract. However if you are able to provide a specific spend profile this would be helpful.

Your contact details in case of any follow-up questions:

xxxx

Please return completed questionnaire to:

xxxxxx