



# Department for Transport

NatCen Social Research

By email [\[REDACTED\]@natcen.ac.uk](mailto: [REDACTED]@natcen.ac.uk)

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

Our Ref: PPRO 04/024/027

5 May 2017

Dear [REDACTED]

## **Contract Number PPRO 04/024/027 – British Social Attitudes Survey 2017**

1. I refer to your recent discussions with Darren Stillwell at the Department for Transport, in respect of the British Social Attitudes Survey 2017.
2. On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department.
  - (i) The Departments specification for the 2017 survey
  - (ii) Department of Transport standard terms and conditions at <https://www.gov.uk/government/publications/general-conditions-of-contract-for-services>
  - (iii) Your proposal dated March 2017.
3. The contract will be commencing from 1 May 2017 for 1 year, ending on 30 April 2018.
4. The firm price for the contract will be £136,160.00 ex VAT this amount is not to be exceeded without the Department's prior permission in writing.
5. You will be issued with an official Purchase Order Number. This replaces any existing payment arrangements you may have made. Invoices must quote the correct Purchase Order Number and should be submitted as directed **in the Purchase Order to:**

***Accounts Payable,  
DfT Shared Service Centre,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.***

Or via email to [SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

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

- 6. Please acknowledge receipt of this letter. You may contact the Contract Manager, [redacted] at [redacted] [@dft.gsi.gov.uk](mailto:[redacted]@dft.gsi.gov.uk) or by phone on 0207 944 [redacted] to discuss any matters relating to the commencement of the Contract.

Yours sincerely

[redacted signature]

[redacted name]

By authority of the Secretary of State for Transport

Signed:.....
Name:.....
Date:.....