



Department
for Transport

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

Manchester Square Partners
8 Buckingham Place
London
SW1E 6HX

FAO: [REDACTED]
SENT ELECTRONICALLY

CONTRACT AWARD NOTICE

[REDACTED]@dft.gov.uk

Dear [REDACTED]

Web site: www.dft.gov.uk

DfT Reference: TRHR3303

6/11/2024

Contract Title: Provision of Coaching Services

1. On behalf of the Secretary of State for Transport, this contract is awarded to Manchester Square Partners (the Supplier).
2. This contract is to be let via the Department for Transport's (DfT) short form terms of contract. The following documents constitute a binding agreement between you (the Supplier) and the Department for Transport (the Customer):
 - DfT Short-form Terms and Conditions (Annex 1)
 - Manchester Square Partners proposal/quotation (schedule of services including costs [Annex 2])
3. The maximum value for this Contract is **£25,000.00** excluding VAT.
4. The expiry date of this contract is 30/06/2024.
5. You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Via email: SSa.invoice@sharedservicesarvato.co.uk

Or post:

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

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

The Contract Manager for this contract is [REDACTED] | [REDACTED]@dft.gov.uk.

If you, the supplier, **Manchester Square Partners**, are content to enter a binding contract with the Department for Transport (DfT), including the documents referred to in it, please sign and return this letter via email.

Yours sincerely,

[REDACTED]

[REDACTED]

[REDACTED]
DfT Commercial Manager
Group Commercial Directorate
By authority of the Secretary of State for Transport

Annex 1 – DfT Short-Form Terms and Conditions



DfT Short-Form
terms and Conditions

Annex 2 – Service Offerings

