



Department for Transport

Chartered Institute of Procurement and Supply (CIPS)

Easton House
Easton on the Hill
Stamford
Lincs
PE9 3NZ

FAO: [REDACTED]
Email: [REDACTED]@cips.org
SENT ELECTRONICALLY

[REDACTED]
Commercial Manager
Department for Transport
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Tel: [REDACTED]
Email: [REDACTED]@dft.gov.uk

Web site: www.dft.gov.uk

Tuesday, 12 March 2024

CONTRACT AWARD NOTICE

Dear [REDACTED],

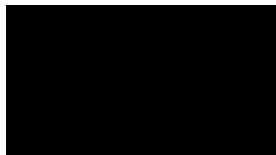
DfT Reference: TRGC3076

PROVISION OF INDIVIDUAL CIPS COMMERCIAL MEMBERSHIP SUBSCRIPTIONS

1. On behalf of the Secretary of State for Transport, this contract is awarded to the Chartered Institute of Procurement and Supply (CIPS).
2. This contract is subject to the Department for Transport's (DfT) below threshold for services terms and conditions (Schedule 1).
3. The following documents constitute a binding agreement between you, the Chartered Institute of Procurement and Supply (the Supplier), and the Department for Transport (the Customer):

The Schedule 1 Signed Contract Order Form, consisting of:

- Contractual particulars including service deliverables.
- DfT's Statement of requirements (Schedule 2) – Annex 2.
- Charges – Annex 3.



4. The maximum value of this contract is **£50,000.00** excluding VAT and cannot be exceeded unless requested in writing by the Department for Transport.
5. The duration of this contract is for 3 years (36 months) with the option to extend by a further 2 years in yearly increments (3+1+1).
6. The start date of this contract is 12/03/2024 with an initial expiry date of 12/03/2027.

7. 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:

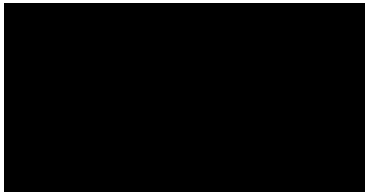
***Accounts Payable,
Shared Services Arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.***

8. 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](mailto:[REDACTED]@dft.gov.uk).

If you, the supplier, **Chartered Institute of Procurement and Supply (CIPS)**, are content to enter into a binding contract with the Department for Transport (DfT), please acknowledge receipt of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Yours sincerely,



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