



Department for Transport

National Centre for Social Research
35 Northampton Square
London
EC1V 0AX

Email: new-business@natcen.ac.uk

[REDACTED]
Commercial Relationship Associate
Department for Transport
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London
SW1P 2AA
[REDACTED]

14 July 2021

Dear Supplier,

Contract Award TLOT10094: National Travel Survey 2022

I refer to DfT's recent request for proposal dated 08 June 2021 and your response dated 21 June 2021.

1. On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department.
 - (i) Our Invitation to Tender and tender documents forming the request for proposal dated 08 June 2021.
 - (ii) The DfT Standard Terms and Conditions of Contract for Services, attached at Annex A
 - (iii) Your submitted proposal dated 21 June 2021
2. The contract will commence on 14 July 2021, ending on 13 July 2023.
3. The contract charges shall be calculated using, the Price Schedule provide by National Centre for Social Research, attached at Annex B. These rates are not to be exceeded without the Department's prior permission in writing.
4. 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

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

5. Please sign a copy of this letter to confirm your acceptance of the contents and return to [REDACTED].
6. You may contact the Contract Manager, [REDACTED] by email on [REDACTED] or by phone on [REDACTED] to discuss any matters relating to the commencement of the Contract.

Yours sincerely

[REDACTED], Commercial Relationship Manager for
Roads Places and Environment
by authority of the Secretary of State for Transport

Signed:.....

Name:.....

Date:.....

Annex A

Annex B