



Department for Transport

Hoop Recruitment Ltd

14-18 City Road

Cardiff

CF24 3DL

FAO [REDACTED]

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

Monday, 12 May 2025

CONTRACT AWARD NOTICE

Dear [REDACTED],

DfT Procurement Reference: **TRHR3321**

Hoop Recruitment Ltd Contract References: TRHR3321D (sub-lot 3)

Contract Title: **Provision of Recruitment Services (Sub Lot 3 - Candidate Sourcing)**

1. On behalf of the Secretary of State for Transport, this formal notice confirms receipt of the duly completed Schedule 1 Contract Order form, dated **01/05/2025** (by the last signatory). The form is attached for reference as **Annex 1**. This confirmation applies to the following sub-lot reference: TRHR3321D. Accordingly, the formal award process is now complete.
2. In line with our transparency requirements, a redacted copy of the Schedule 1 Order Form and this notice will be published on [Contracts Finder](#) within 30 days of 01/05/2025.
3. The total annual value of this contract (TRHR3321 – Recruitment Services) is up to £200,000.00, excluding VAT, across all three sub-lots. As this is a demand-led contract, expenditure is neither committed nor guaranteed.
4. The validity period of this contract is for an initial 1-year term, expiring on 09/04/2026, with the option to extend by 2 years in yearly increments (subject to receiving written confirmation from the Department).
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:

Invoices to - SSa.invoice@Ubusinessservices.co.uk

While email is preferable, if you need to send documents by post, you should send to:

Unity Business Services (UBS)
5 Sandringham Park
Swansea Vale
Swansea

SA7 0EA

Should you have any issues relating to invoices or payment and need to contact the Unity Business Services (UBS) support desk, you can email them at support@Ubusinessservices.co.uk or the telephone number is 0344 892 0343.

The Contract Manager for this sub-lot is [REDACTED] – [REDACTED]@dft.gov.uk .

This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Please confirm receipt via email, to [REDACTED]@dft.gov.uk.

Yours sincerely,

A large black rectangular redaction box covering the signature area.

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

Annex 1

Schedule 1 Contract Order Form & Terms and Conditions

TRHR3321D (Lot 3)

