



# Department for Transport

Department for Transport  
Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR  
Direct Line:

**REDACTED**

Chief Executive Officer  
ADEPT – Association of Directors of Environment,  
Economy, Planning & Transport

Email: **REDACTED**

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

**REDACTED**

Ref: TLOT10145

Dear **REDACTED**

9 March 2023

## **TLOT10145 - Live Labs 2 - initial programme management (second payment)**

I am pleased to announce the award of the above contract.

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 statement of requirements dated March 2023
  - (ii) Department for Transport short form terms and conditions attached to this award letter
  - (iii) Your confirmation of acceptance submitted in response to our statement of requirements
2. The contract will commence on 09 March 2023, ending on 31 March 2023.
3. The firm contract price will be **£50 000** ex VAT. This amount is 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](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.

5. The contract manager is **REDACTED**,

Yours sincerely

**REDACTED**

**REDACTED**

Commercial Relationship Advisor

**by authority of the Secretary of State for Transport**

For and on behalf of the Supplier:

Name and Title:

**REDACTED**

Chief Executive Officer

ADEPT

Signature:

**REDACTED**

Date: 10 March 2023