



Department for Transport

Live Group Ltd
REDACTED
SENT ELECTRONICALLY

REDACTED
Commercial Relationship Manager
Group Commercial Directorate
REDACTED
Email: REDACTED

Web site: www.dft.gov.uk

Tuesday, 16 May 2023

Dear Sir/Madam,

DfT Reference: **TRGF3141**

Title: Government Finance Function Conference, Manchester (September 2023).

1. On behalf of the Secretary of State for Transport, this contract is awarded to **Live Group Ltd**. This letter and the document appended below form a binding contract between you and this Department;
2. The contract is to be let under Department for Transport's standard terms of agreement ([Department for Transport Purchase Order Terms and Conditions \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)).
3. The Fixed Price for this Contract is up to **£25,000** excluding VAT. Attendance at the event will consist of overnight accommodation and conference facilities for up to 30 Department for Transport employees at the 2023 Government Finance Function Conference in Manchester, UK. The Department's attendance is part of the wider Government Finance training that includes senior speaker to cover key themes such as leadership, collaboration, professionalism, inclusivity and wellbeing.
4. This contract is valid for will run until **15/09/2023**.
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:

REDACTED

6. Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.
7. The Contract Manager for this contract is **REDACTED** – email: REDACTED

If you, the supplier, **Live Group Ltd**, are content to enter into a binding contract with the Department for Transport (DfT), please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Signed:.....REDACTED.....

Name.....REDACTED.....

PositionDigital Delegate Coordinator

Date:.....27/04/2023.....

Yours sincerely,

REDACTED

REDACTED

By authority of the Secretary of State for Transport

Annex 1. Pricing

REDACTED