



Department for Transport

ENEI

[@enei.org.uk](mailto:enei@enei.org.uk)

██████████, MCIPS
Commercial Relationship Manager
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Direct line: ██████████
██████████@dft.gsi.gov.uk

Web site: www.dft.gov.uk

Friday, 27 July 2018

Dear Sir/Madam,

DfT Reference: **PPRO/004/031/0089**

ENEI Network for Equality & Inclusion

1. On behalf of the Secretary of State for Transport, this contract is for ENEI.
2. The contract is to be let under Department for Transport's standard terms of agreement.
3. The Price for this Contract is **£12,960** excluding VAT, which covers three annual subscriptions to, Employers Network for Equality & Inclusion. The length of the subscription is from July 2017 to June 2020.
4. 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:

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

5. 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 ██████████ – email: ██████████@dft.gov.uk
or phone ██████████

If you are content to enter into a binding contract 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:.....
Name.....
Position

Date:.....

Yours sincerely,

██████████ (MCIPS)
By authority of the Secretary of State for Transport