



Department for Transport

Head of Bids,
GatenbySanderson Ltd
14 King Street,
Leeds, LS1 2HL

Commercial Relationship Manager
GROUP COMMERCIAL DIRECTORATE
DEPARTMENT FOR TRANSPORT
DIRECT LINE: [\[REDACTED\]@dft.gov.uk](mailto: [REDACTED]@dft.gov.uk)

Web Site: www.dft.gov.uk

Contract Agreement Number:
TRHR3297C

22nd May 2024

Provision of Executive Search Services for Senior Civil Service roles (Department for Transport and Agencies)

Dear [REDACTED]

I refer to my letter dated 10th May 2024; I am writing to confirm that the standstill period has now finished.

On behalf of the Secretary of State for Transport, I accept your tender dated 12th April 2024 for the above-mentioned Contract. The attached contract details ("Order Form"), contract conditions and the Annexes set out the terms of the contract between Department for Transport and GatenbySanderson Ltd for the provision of the deliverables set out in the Order Form.

The contract shall reflect the terms contained in the ITT, the specification, bid submission and any clarifications thereafter.

Value	No greater than £300,000
Contract Start Date	28 th May 2024
Contract End Date	27 th May 2026

We intend for the service to commence on 28th May 2024.

Please confirm your acceptance of the Conditions by signing and returning the Order Form as soon as possible from the date of this Order Form. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

The Order Form will be countersigned and will create a binding contract between the two named parties.

We thank you for your co-operation to date and look forward to forging a successful working relationship. The Contract Manager, [REDACTED] (SCS Resourcing and Onboarding Lead), email: [\[REDACTED\]@dft.gov.uk](mailto: [REDACTED]@dft.gov.uk) will be in contact shortly to discuss arrangements for commencement of the Contract.

Yours sincerely

[REDACTED]

[REDACTED] Commercial Relationship Manager
by authority of the Secretary of State for Transport