



# Department for Transport

██████████  
*Director*  
CEPA, Queens House, 55-56 Lincoln's Inn Fields,  
London, WC2A 3LJ  
via email: ██████████@cepa.co.uk

██████████  
Commercial Relationship Manager  
Department for Transport  
Group Commercial Services  
Great Minster House  
33 Horseferry Road  
Westminster  
SW1P 4DR  
Direct Line: ██████████  
██████████@dft.gov.uk  
Web Site: www.dft.gov.uk

Our Ref: TLOT0016

9<sup>TH</sup> December 2019

## Contract Number TLOT0016 Concessionary Travel Appeals Decision Maker

1. On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department.
  - (i) Department for Transport purchase order terms and conditions at <https://www.gov.uk/government/publications/purchase-order-conditions-of-contract>
  - (iii) Your proposal dated 15<sup>th</sup> November 2019 setting out requirements and pricing schedules.
3. The contract will be commencing on the 9<sup>th</sup> of December 2019 and will end on the 31<sup>st</sup> of March 2021.
4. The firm price for the contract will be £50,000 p.a. (up to £150,000 over 3 years, including the optional extension) excluding VAT, this amount is not to be exceeded without the Department's prior permission in writing.
5. 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.

6. Please acknowledge receipt of this letter. Please contact [REDACTED], [REDACTED], [REDACTED]@dft.gov.uk if you have any further questions.

Yours sincerely

[REDACTED]

[REDACTED] Commercial Relationship Management Lead  
by authority of the **Secretary of State for Transport**