



Department  
for Transport

Group Commercial Directorate  
Department for Transport (DfT)  
33 Horseferry Road  
Westminster  
London  
SW1P 4DR

Basemap Ltd.  
Surrey Technology Centre  
40 Occam Road,  
Guildford.  
Surrey.  
GU2 7YG

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

Our ref: TLOT10178

Date: 10 Sept 2024

Via email to: [REDACTED]

Dear Supplier

**Contract number – TLOT10178**

**Contract Title – National Coach Service Database Support & Maintenance**

On behalf of the Secretary of State for Transport, I am writing to formally notify you that the Department for Transport wishes to contract with you for services pertaining to the National Coach Service Database.

This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The Signed Below Threshold Contract Order form and Conditions.
2. This Award Letter.

This Contract will commence on 01 August 2024 and expire on 31 July 2025 with no option to extend. The Buyer reserves the right to terminate this contract for convenience with 30 days' notice. The total value of the contract is up to £81,270 exc VAT.

The Purchase Order Number for this contract will be provided as soon as possible. Invoices submitted to the Department must also quote the PO number and must be submitted in accordance with DfT's Invoicing Procedures embedded below.



Please contact the Contract Owner [REDACTED] on telephone number [REDACTED] or via email [REDACTED]@k to discuss arrangements for commencement of the contract.

Please acknowledge your receipt, understanding and acceptance of this letter by signing in the allocated space below and returning to me via email to [REDACTED]

Yours sincerely

*Sent via email unsigned*

[REDACTED]  
**Commercial Relationship Manager  
Department for Transport**

[REDACTED]  
**On behalf of the Secretary of State for Transport**

Accepted for and on behalf of Basemap Ltd by:-
Signature: [REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED]
Capacity: CEO
Date 11/9/2024