



# Department for Transport

Commercial Relationship Management  
Lead  
Department for Transport  
Group Commercial Directorate  
Great Minster House  
Horseferry Road  
London SW1P 4DR

Operations Manager  
The Event Umbrella  
Email:

Contract Agreement Number: TRSS10112

15 January 2021

Dear ,

## Contract reference number TRSS10112 – Emergency catering services to support traffic management in Kent:

1. On behalf of the Secretary of State for Transport, I note your acceptance of the specification dated 15<sup>th</sup> January 2021 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department;
  - I. Form of Tender
  - II. General conditions of contract for services below 5 million, 28th January 2019 as found on <https://www.gov.uk/government/publications/general-conditions-of-contract-for-services>
  - III. Specification dated 13/01/2021
  - IV. Your acceptance of that specification dated 15/01.2021
2. The Contract began on 4<sup>th</sup> January 2021 and will finish by 30<sup>th</sup> June 2021. The Contract value is based on predicted weekly subsidised meals to be provided over a maximum of 26 weeks. The maximum contract value will be **£200, 000** . This value cannot be exceeded without written approval from the commercial team.
3. This contract can be terminated with two week's written notice.
4. is the project manager.
5. Suppliers must normally be in possession of a written purchase order (PO), before commencing any work under this contract, however we recognise that in this case operational necessity has meant that work began on 4<sup>th</sup> January. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

***ssa.invoice@sharedservicesarvato.co.uk***

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

6. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Yours sincerely,



Commercial Relationship Management Lead