



Department for Transport

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Contract Agreement Number: **TSTR0005**

04 March 2019

Dear J ■■■■■■■■,

TSTR0005 – Research on Move to More/ Less Productive Jobs: CONTRACT AWARD

1. On behalf of the Secretary of State for Transport, I accept your tender dated December 2018 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. Statement of Requirements
- IV. Your tender (and any amendments to it agreed in writing)

and for the avoidance of doubt;

- V. Invitation to tender letter
- VI. Instructions for Tenderers

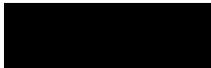
2. The operative period of the Contract will be for **25 weeks** commencing on **11 March 2019**.
3. The **Firm Price** for the Contract is **£24,620**, exclusive of Value Added Tax
4. Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

***Accounts Payable,
Shared Services arvato,***

**5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA**

5. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.
6. Please acknowledge receipt of this letter and the business area within the Department for Transport will contact you shortly to arrange commencement of the contract.

Yours sincerely,



 MCIPS, Commercial Relationship Manager
by authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for TSTR0005: Research on Move to More/
Less Productive Jobs.

Signed:	Date:
Name:	Position: