



Department  
for Transport

**Business Disability Forum**

Nutmeg House  
60 Gainsford Street  
London  
SE1 2NY

[REDACTED]  
Department for Transport  
Group Commercial Directorate  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR  
Tel: [REDACTED]  
Email: [REDACTED]@dft.gov.uk

Web site: [www.dft.gov.uk](http://www.dft.gov.uk)

**Friday, 17 March 2023**

FAO: [REDACTED]

**CONTRACT AWARD NOTICE**

Dear [REDACTED],

DfT Reference: TRHR3261

Title: Provision of Business Disability Forum Membership 2023

On behalf of the Secretary of State for Transport, this contract is awarded to **Business Disability Forum** for the provision of Business Disability Forum Membership 2023

The contract is to be let via the Department for Transport (DfT) short form terms of contract. The following documents constitute a binding agreement between you, Business Disability Forum (the supplier) and the Department for Transport (the customer):

1. Schedule 1 Signed DfT Order form, consisting of:
  - Contractual specifics
  - The tenderers submission (formal quotation)
  - Contract terms and conditions



Schedule 1 - DfT  
Order Form (TRHR3261)

This duration of the membership is period from 01/01/2023 to 31/12/2023.

The firm approved annual cost for this contract is £20,500.00 excluding VAT.

You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Via email: [SSa.invoice@dftssc.gsi.gov.uk](mailto:SSa.invoice@dftssc.gsi.gov.uk)

Or post:

**Accounts Payable,  
Shared Services Arvato,**

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

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

The Contract Manager for this contract is [REDACTED] | [REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

Please acknowledge receipt of this letter within 5 business days of the letter issue date.

Yours sincerely,

[REDACTED]

[REDACTED]

**DfT Commercial Manager  
Group Commercial Directorate  
By authority of the Secretary of State for Transport**