



Department for Transport

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

Thursday, 05 January 2023

Wills Limited

3 Temple Quay
Temple Back East
Bristol
BS1 6DZ
FAO [REDACTED]

SENT ELECTRONICALLY

CONTRACT AWARD NOTICE

Dear [REDACTED],

DfT Reference: TRHR3248

Title: Provision of Group Wide Insurance – Department for Transport (DfT)

On behalf of the Secretary of State for Transport, this contract is awarded to **Wills Limited** for the provision of Group Wide Insurance brokerage services.

This contract is let via the Crown Commercial Services (CCS) RM6020 Insurance and Related Services 3 Dynamic Purching System (DPS).

The following documentation constitute a binding contract between Will Limited (the Supplier) and the Department for Transport (the Buyer).

1. RM6020 Lot 1 Specificaiton
2. Suppliers formal repsonse
3. Schedule 6 – Signed Contract Order Form



RM6020 Lot 1
Specification.docx



RM6020 Supplier
Quality Responses.xls



Schedule 6 - Order
Form Template and C

The active period of this contract is from 01/01/2023 to 31/12/2025 (3 years).

The maximum value of this contract is £35,000.00 excluding VAT. This contract is demand led, therefore the Department for Transport is not obligated to spend the maximum value of this awarded contract.

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@sharedservicesarvato.co.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], | **Contract & Project Manager,
HR Central Services** | [REDACTED]@dft.gov.uk

Please acknowledge receipt of this letter within 5 business days of the letter issue date (05/01/2023).

Yours sincerely,

[REDACTED]

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