



## Department for Transport

Broadspire, by Crawford & Company

Attn: [REDACTED]

[REDACTED]@broadspiretpa.co.uk

\*SENT ELECTRONICALLY\*

[REDACTED]  
Commercial Manager  
Department for Transport  
33 Horseferry Road  
London  
SW1P 4DR

Date: 19<sup>th</sup> February 2020

Procurement ref: **TRGF3011**

Dear [REDACTED],

### Award of contract for Industrial Disease Claims Handling (TRGF3011)

Further to your submission of a Tender for the above project, I am writing to advise that the Procurement is now complete.

I am pleased to inform you that your company has been successful and therefore we would like to award the contract to you.

This procurement activity was conducted via a competitive, open procurement. This letter and the documents listed below form a binding contract between you and this Department.

- Tender documents issued on **16 December 2019**
- Your proposal/quotation submitted on **13 January 2020**
- DfT General Conditions of Contract for Services

The contract shall commence on the 1 April 2020 and the Expiry Date will be 31 March 2022 with an option to extend for a further 1 year to 31 March 2023.

The Contract Lead, [REDACTED] | [REDACTED]@dft.gov.uk will contact you to discuss start up arrangements under this contract.

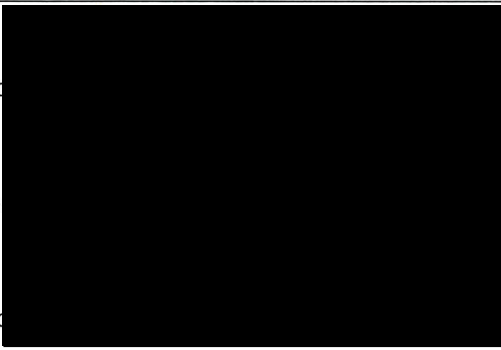
The fixed cost for services will be priced at a blended rate of **£350.00** per claim (exclusive of VAT), for new claims received from 1 April 2020. Payment will be made in-line with Clause C (Payment and Contract Price) of the General Terms and Conditions.

You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:


**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.

If you are content to enter into a binding contract, please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Signed	
Name	
Position	
Date:	18/3/20

Yours sincerely,

 DfT Commercial Manager

  
Signed for and on behalf of the Department for Transport