



Department  
for Transport

QA Ltd  
City Exchange  
11 Albion Street  
Leeds  
LS1 5ES

Via E-mail to:

Group Commercial Directorate  
Department for Transport (DfT)  
33 Horseferry Road  
Westminster  
London  
SW1P 2AA  
Phone:   
Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

Your ref:

Our ref: TIT0231

Date: 18 December 2020

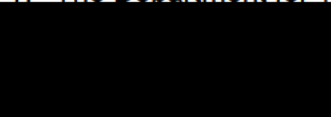
Dear Supplier,

**Contract Title: ITIL V4 Foundation Training with Exams**

**Contract Number: TIT0231**

On behalf of the Secretary of State for Transport, I accept your Proposal dated 07/12/2020 for ITIL V4 Foundation Training with Exams. The total contract value is £54,908.33 This letter and your proposal constitutes a binding contract between yourselves and the Department for Transport and will be subject to the Department for Transport Short Terms and Conditions. The document's listed below form a binding contract between you and the Department for Transport.

1. The Department for Transport terms and conditions:



2. This award letter.
3. Your Proposal and its contents dated 07/12/2020.

The contract will commence on 04/01/2021 and will be for a period of 3 Months ending on 31/03/2021 with no option for the Department for Transport to extend.

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will be provided as soon as possible. Invoices submitted to the Department must also quote the PO number and must be submitted in accordance with DfT's Invoicing Procedures embedded below.





Department  
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[REDACTED]  
[REDACTED] to discuss arrangements for commencement of the contract.

Please acknowledge your receipt acceptance of this letter by signing in the allocated space below and returning to me an electronic scanned copy via email, I look forward to hearing from you.

Yours sincerely

*Sent via email unsigned*

[REDACTED]  
**Procurement Business Partner**  
**Department for Transport**

[REDACTED]  
**On behalf of the Secretary of State for**  
**Transport**

