



Department for Transport

Department for Transport
33 Horseferry Road
London
SW1P 4DR

Gatenby Sanderson

14 King Street
Leeds
LS1 2HL

Attn: [REDACTED]
[REDACTED]
[REDACTED]

30 June 2020

Dear [REDACTED]

Award of contract for an Executive Search Provider

Procurement ref: **TRHR3063**

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.

Appendix 1 provides feedback on your successful proposal.

The contract shall commence on the 3rd July 2020 and the Expiry Date will be 2nd October 2020 unless extended by the department.

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

- Tender documents made available to you (via AWARD) on 01 June 2020
- Your proposal/quotation submitted on June 2020
- DfT General Conditions of Contract for Services as found on:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/773857/general-conditions-of-contract-for-services-under-5.pdf

The Contract Lead, [REDACTED] will contact you to discuss start up arrangements under this contract.

As per your proposal, the fix cost per successful placement will be **£9,000** (excluding VAT). The total value of this contract is **£90,000** (excluding VAT) and this must not be exceeded unless pre-agreed by the department.

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:

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

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:	[Redacted]
Name:	[Redacted]
Position:	[Redacted]
Date:	03/07/2020

Yours sincerely,

[Redacted], [Redacted]
[Redacted]

Signed for and on behalf of the Department for Transport



