



Department  
for Transport

Institute of Directors

Department for Transport  
Group Commercial Directorate

Email: [REDACTED]

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

**12 February 2024**

\*SENT ELECTRONICALLY\*

**CONTRACT AWARD NOTICE**

Dear [REDACTED],

DfT Reference: TRGF3151

Contract Title: Certificate of Company Direction

1. On behalf of the Secretary of State for Transport, this contract is awarded to The Institute of Directors.
2. This contract is made up of this award letter and the short form DfTc terms and conditions attached.
3. The Maximum Price for this Contract is **£11,189.00** exclusive of VAT
4. The contract will run from the **11/02/2025** to the **31/12/2025**.
5. 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: [REDACTED]

Or post:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

6. 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]

Yours sincerely,

[REDACTED]

[REDACTED]

**DfT Commercial Manager**

**Group Commercial Directorate**

**By authority of the Secretary of State for Transport**