



Department for Transport

Freedom Wellbeing Inc

SENT ELECTRONICALLY

Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Direct line:

Tel:

Web site: www.dft.gov.uk

Tuesday, 01 September 2020

Dear Simon,

DfT Reference: **TRHR3069**

Workstation Adjustment Procurement, Contract Award.

1. The standstill period for the procurement is now complete. On behalf of the Secretary of State for Transport, I accept your proposal dated 26 July 2020 (attached for reference)
This letter and the documents listed below form a binding contract between you and this Department;
 - Freedom Ergonomics & Wellbeing Tender Submission (price and quality)
 - DfT Terms and Conditions (for services below £5m)
 - <https://www.gov.uk/government/publications/general-conditions-of-contract-for-services>
 - TRHR3069 DfT Specification (Appendix A)

2. The maximum value of this contract is £120,000.00 excluding VAT. It is to be noted that this contract is demand led and is driven by business need, therefore the said value of this contract does not constitute a spending commitment from the Department.
3. In-line with your tender proposal, the following fees will apply:

4. The duration of this contract is for 1 year with the option to extend by a further 1 year. This contract will run from **07 September 2020** to **07 September 2021** (07 September 2022 if the extension option is utilised).

[REDACTED]

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:

[REDACTED]

[REDACTED]

[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 Lead for this contract is [REDACTED] The supporting Contract Lead is [REDACTED]

If you, the supplier, **Freedom Wellbeing Inc** are content to enter into a binding contract with the Department for Transport (DfT), 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:.....

Yours sincerely,

[REDACTED]

By authority of the Secretary of State for Transport