



# Department for Transport

Independent Living Alternatives  
Email: REDACTED

REDACTED  
Commercial Relationship Manager  
Department for Transport  
Group Commercial Directorate  
REDACTED

Contract Agreement Number: **TATE3002**

20 July 2023

Dear REDACTED,

## **TATE3002- Active Travel England Support Worker**

1. On behalf of the Secretary of State for Transport, I accept your proposal for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department;
  - I. TATE3002 - Statement of Requirements - ATE Support Worker
  - II. TATE3002 - Order Form and Terms and Conditions
2. The Contract will start on 17/07/2023 and finish by 16/07/2024 with the option to extend by an additional 12 months. The **Firm Price** for the Contract is **£45,000** exclusive of Value Added Tax. This value cannot be exceeded without written approval from the commercial team.
3. The contract manager will be confirmed.
4. Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:  
  
**REDACTED**
5. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Yours sincerely, REDACTED

Commercial Relationship Manager