



Department for Transport

Buck Consultants

160 Queen Victoria Street
London
EC2V 4AN

FAO: [REDACTED]

SENT ELECTRONICALLY

[REDACTED]
Department for Transport
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Tel: 07977 435445
Email: [REDACTED]@dft.gov.uk

Web site: www.dft.gov.uk

Thursday, 27 April 2023

CONTRACT AWARD NOTICE

Dear [REDACTED],

DfT Reference: TRHR3266

Title: Provision of Ministerial Pension Information

On behalf of the Secretary of State for Transport, this contract is awarded to **Buck Consultants** for the provision of Ministerial Pension Information.

This procurement was conducted by way of a Single Tender Award, in relation to an existing agreement between the supplier and the Trustees of the Parliamentary Contributory Pension Fund. This existing agreement allows for costs relating to the provision of ministerial pension information to be covered by relevant Government departments. As the information is held by Buck Consultants in the context of administering this agreement, it cannot be procured from any other supplier.

The contract is to be subject to the terms of the pre-existing agreement, attached as annex A.

The initial duration of this contract is one (1) year, from 01/03/2023 to 31/03/2024. Subject to internal budget authorisation and contractual approval, the Department reserves the option to extend the contract twice. Each extension shall cover a further one (1) year period.

The supplier shall confirm an annual fee for this contract in line with the costs of gathering the requisite information. Although the value of this fee may vary, it shall not exceed £15,000.00 per year (exclusive of VAT).

The supplier has provided an estimated fee of £11,200.00 (excl. VAT) for the initial duration of the contract, and final costings are expected not to diverge significantly from this figure.

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: SSa.invoice@dftssc.gsi.gov.uk

Or post:

Accounts Payable,

**Shared Services Arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.**

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] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

Please acknowledge receipt of this letter within 5 business days of the letter issue date.

Yours sincerely,

[REDACTED]

[REDACTED]

**DfT Commercial Manager
Group Commercial Directorate
By authority of the Secretary of State for Transport**

[REDACTED]

