

Sean Connolly

Department for Transport

Great Minster House

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

Ref: TLOT10113

4th March 2022

Mr xx

Managing Director

Claremont Marketing Communications Ltd

*via email hello@claremontcomms.com*

Dear Mr x,

**REAL Training Monitoring & Evaluation** **TLOT10113 CONTRACT AWARD**

1. On behalf of the Secretary of State for Transport, I am pleased to confirm award of this contract to work with the Department. This follows discussion between you and the Department. This letter and the documents listed below form a binding contract between you and this Department;
2. Our statement of requirements dated January 2022.
3. Your proposal in response to that statement of requirements
4. The DfT terms and conditions of contract for services under £5m
5. The **Maximum Price** for the Contract is **£** **50,000.00** exclusive of Value Added Tax. This value cannot be exceeded without written approval from the commercial team.
6. The Contract will start on 7th March 2022 and ends on 31 December 2022.
7. xx, xx@dft.gov.uk, is the contract manager and should be contacted to arrange a start up meeting.
8. 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:

***Accounts Payable,***

***Shared Services arvato,***

***5 Sandringham Park,***

***Swansea Vale,***

***Swansea***

***SA7 0EA***

***Or via email to*** [ssa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)

1. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Yours sincerely,

SIGNATURE

XX

Commercial Relationship Management Lead