



# Department for Transport

Department for Transport  
33 Horseferry Road  
London  
SW1P 4DR

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

Thursday, 11 May 2023

**CBRE Limited**  
Henrietta House,  
Henrietta Place,  
London  
W1G0NB

FAO: [REDACTED]  
Email: [REDACTED]@cbre.com  
**\*SENT ELECTRONICALLY\***

Dear [REDACTED],

Procurement Title: **TRCF3075**

Procurement Reference: **Provision of a Lead Commercial Advisor that will provide advice on the lease negotiations and disposal of the Motorway Service Areas portfolio**

Further to your submission of a tender for the above procurement, I am writing to advise that the Procurement is now complete. On behalf of the Secretary of State for Transport, the Department proposes to accept your tender dated 21/04/2023 and therefore we would like to award the contract to you.

The contract for this procurement shall commence on the **15/05/2023** and shall expire on **15/05/2025**. The total duration of this contract is 2 years with the option to extend by a further year (the maximum contract duration, including the extension option, is therefore 3 years). Please confirm if this date is attainable.

The contract will be billed on a time-cost basis, capped to a maximum fee of £90,000.00 over the duration of the contract. An additional success fee will be provided at the legal completion of sales. The rates for these are as set out in the Pricing Schedule submitted as part of your tender (Attachment 4).

We would like to thank you for your patience during this procurement exercise. Your scores in the commercial and technical evaluation are set out below:

## Summary of scores:

Question	Score
Technical (maximum score: 90)	[REDACTED]
Commercial (maximum score: 10)	
<b>TOTAL Score</b>	

## Technical Score (90% weighting):

Question	Score
Q. 4.1 (20% weighting)	[REDACTED]
Q. 4.2 (10% weighting)	
Q. 4.3 (10% weighting)	
Q. 5.1 (40% weighting)	

Q. 6.1 (10% weighting)	
<b>Technical Score (maximum score: 90)</b>	

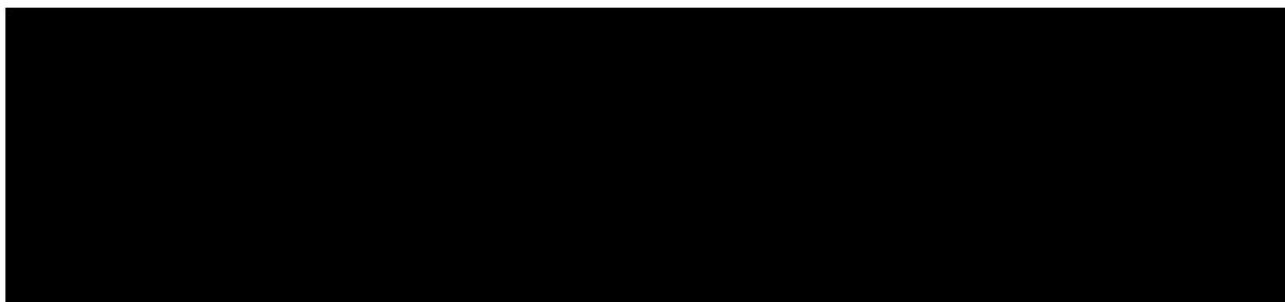
**Commercial Score (10% weighting):**

Question	Score
Weighted Daily Rates (3% weighting)	
Success Fee (7% weighting)	
<b>Commercial Score (maximum score: 10)</b>	

Feedback on your technical response also accompanies this letter.

This procurement activity was conducted via a further competition by means of CCS Framework RM6168, Estate Professional Services, Lot 1 – Total Estate Management. This contract is governed by the terms and conditions of said framework. This letter and the documents listed below form a binding contract between you and this Department.

- Your tender proposal, submitted on 21/04/2023;
- The DfT Statement of Requirements (Attachment 3);
- The Contract Call-Off Order form (signed by both parties);
- Call-Off Terms and Conditions



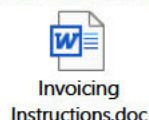
You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Via email: [SSa.invoice@dftssc.gsi.gov.uk](mailto: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. Invoicing Instructions attached below for further details.



The Contract Manager for this contract is [REDACTED] – email: [REDACTED]@dft.gov.uk. He will be in touch to discuss agree/discuss contract go-live arrangements.

If you, the supplier, **CBRE Limited**, 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:



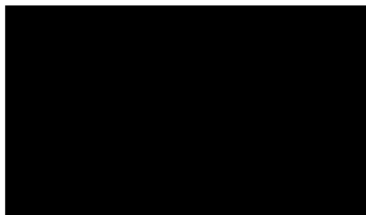
Name:




Position: Executive Director

Date: 11<sup>th</sup> May 2023

Yours sincerely,



, Commercial Manager

Signed for and on behalf of the Department for Transport