



Department
for Transport

[REDACTED]
[REDACTED]
Department for Transport
Group Commercial Directorate
Great Minster House
Horseferry Road
London SW1P 4DR

Cambridge University's Centre for
Science and Policy

Contract Agreement Number: TLOT0010

17 April 2019

Via email

Dear Sir/ Madam

**TLOT0010 Professional Development Workshops in Cambridge: CONTRACT
AWARD**

1. On behalf of the Secretary of State for Transport, I accept your quote dated **22 November 2018** for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department;
 - I. Your quote via email dated 22 November 2018
 - II. Short Form Terms and Conditions of Contract **for Services, 31st July 2015 as found on:**
<https://www.gov.uk/government/publications/short-form-terms-and-conditions>
2. The operative period of the Contract will start from 22 November 2018 and end on 31 July 2019.
3. The **Firm Price** for the Contract is **£13,500**, exclusive of Value Added Tax.
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]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
5. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

6. Please acknowledge receipt of this letter **and** the business area within the Department for Transport will contact you shortly to arrange commencement of the work.

Yours sincerely

[REDACTED]

[REDACTED], Commercial Relationship Management Lead
by authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for: TLOT0010

Signed:

Date:

Name:

Status:

Please also confirm the following details on company headed paper:

1. Full Legal Title of firm and any trading as style names if applicable:
2. Full address company is registered at
3. Companies House registration number if applicable
4. Telephone and fax numbers
5. Generic email address e.g. info@, finance@ or sales@
6. Contact name
7. VAT number – if applicable
8. Banking details – sort and account numbers and the name the payments need to be made payable to
9. IBAN and Swift banking details if known
10. Full name and address of bank where the account is held
11. Address of for remittances – if different from registered address