



Department for Transport

Dr xx

IfM Engage Ltd

Institute for Manufacturing
17 Charles Babbage Road
Cambridge CB3 0FS
United Kingdom
via email: xx@cam.ac.uk

xx

Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR
Direct Line: 07979 674706

Email : sean.connolly@dft.gov.uk

Web Site: www.dft.gov.uk

Ref: TOR3016

28 January 2025

Dear xx,

TOR3016: Industrial Strategy and Innovation Training

Following discussions between IfM and the Department I am pleased to confirm the award of the above contract. The contract consists of the following documents.

1. Our statement of requirements sent to you on 27 November 2024 and your email acceptance of that statement of requirements on 16 December 2024
2. The DfT short form terms and conditions, attached to this award letter

The contract will start on 1 February 2025 and expires on 31 March 2027. The maximum value of the Contract is **£70, 000** exclusive of Value Added Tax. This value cannot be exceeded without written approval from the commercial team and the actual amount spend will depend on how many courses the Department chooses to order. The contract manager is xx, xx@dft.gov.uk.

You will be issued with a written purchase order (PO), and should quote the aforementioned PO number on all invoices, and these must be submitted directly to:

SSa.invoice@Ubusinessservices.co.uk

Unity Business Services (UBS)

5 Sandringham Park

Swansea Vale

Swansea

SA7 0EA

Invoices received without the correct PO number will be returned to you and will delay receipt of payment. Please confirm acceptance of this contract directly to me.

Yours sincerely

SIGNATURE

XX, Commercial Relationship Management Lead

by authority of the Secretary of State for Transport