



# Department for Transport

IATA  
FAO: [REDACTED]  
(by email)

[REDACTED]  
Commercial Relationship Manager  
Department for Transport  
Group Commercial Directorate  
12<sup>th</sup> Floor  
50 Victoria St  
Westminster  
London  
SW1H 0TL

Dear Sirs,

12 September 2019

## TISEA00012 – IATA Training: CONTRACT AWARD

1. On behalf of the Secretary of State for Transport, I accept your quotes dated 18/12/2019 and 23/02/2019 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department;
  - I. Your quotes:  
IATA – invoice 1 – 93569311 - dated 18/12/2019 and;  
IATA – invoice 2 – 93674992 – dated 23/02/2019
  - II. Purchase order conditions of contract: Department for transport which can be found at:  
<https://www.gov.uk/government/publications/purchase-order-conditions-of-contract>
2. The operative period of the Contract has passed and the delivery of the above-mentioned work took place from 1<sup>st</sup> November 2018 and was completed by 30<sup>th</sup> January 2019.
3. The **Firm Price** for the Contract is **£28,673**, 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. The business area within the Department for Transport will contact you shortly to arrange commencement of payment for the delivered work.

Yours sincerely,



by authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for: TISEA00012: IATA Training

Signed:

Date:

Name:

Status: