



## Department for Transport

ITSO Ltd  
Studio A1  
302 Witan Gate West  
Milton Keynes  
MK9 1EJ

Via email: [finance@itso.org.uk](mailto:finance@itso.org.uk)

### Group Commercial Directorate

Department for Transport (DfT)  
Great Minster House  
33 Horseferry Road  
ster  
London  
SW1P  
4DR

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

Date: 6 February 2025

Dear Supplier

### ITSO Membership 2025-26

#### Contract Number: TROP0109

On behalf of the Secretary of State for Transport, I accept your proposal, invoice reference 2025/26 Membership Schedule DEP002. The contract will be subject to the Terms and Conditions set within your quote. The documents listed below form a binding contract between you and the Department for Transport.

1. This award letter; and
2. Your proposal reference 2025/26 Membership Schedule DEP002 (see Appendix 1).

The contract will commence on 01/04/2025 and will expire on 31/03/2026. The total contract value is £96,448 excluding VAT.

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods or services, under this contract. The Purchase Order Number for this contract will be provided as soon as possible. Invoices submitted to the Department must also quote the PO number and must be submitted in accordance with DfT's Invoicing Procedures (see Appendix 2).

Please contact Simon Ardron, as the Contract Manager, by telephone on 07900 137370 or via email at [REDACTED] to discuss arrangements for commencement of the contract.



# Department for Transport

Please acknowledge your receipt acceptance of this letter by signing in the allocated space below and return to [REDACTED] in a pdf format via email to [REDACTED]

I look forward to hearing from you.

Yours sincerely

[REDACTED]

[REDACTED]

**Commercial Relationship Advisor**  
**By Authority of the Secretary of State for Transport**

Accepted for and on behalf of ITSO Ltd by: -

Signature

[REDACTED]

Name

Capacity CEO

Date 12/2/25



Department  
for Transport

## Appendix 1



Invoice 202526  
Membership Schedule

Appendix 2



DfT Invoicing  
Procedures.docx