



Department for Transport

Department for Transport
33 Horseferry Road
London
SW1P 4DR

Web site: www.dft.gov.uk

Tuesday, 17 October 2023

CIRIA
124 City Road
London
EC1V 2 NX
United Kingdom

FAO: [REDACTED]
Email: [REDACTED]@ciria.org

SENT ELECTRONICALLY

Procurement Title: Membership of CIRIA / Build Off Site
Procurement Reference: TPPD3001

Dear [REDACTED],

On behalf of the Secretary of State for Transport, the Department proposes to **accept** your quotation of 11/10/2023 for membership of CIRIA/Build Off Site, covering the period from 01/10/2023 to 31/12/2024. The costs for this are summarised in the table below:

If you, the supplier, **CIRIA**, 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 and the documents listed below form a binding contract between you and this Department.

- Your quotation, dated 11/10/2023;
- The DfT's Statement of Requirements for this membership (Schedule 2);
- Signed copy of the CIRIA Membership Application form;
- Signed copy of the BuildOffSite membership form.



CIRIA engagement

11 October 2023 - DRequirements Speci



Schedule 2



TPPD3001 - CIRIA



TPPD3001 - BoS

fo Membership Applica

The contract shall commence on **17/10/2023** and shall expire on **31/12/2024**. Subject to internal approvals, the Department may extend the contract by up to two further years, in yearly increments. The award of this contract carries no guarantee of extension, and the contract, inclusive of any extension options, shall not extend beyond 31 December 2025. The value of this contract over its initial term will be **£12,000.00** excluding value added tax (VAT).

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@sharedservicesarvato.co.uk

Or post:

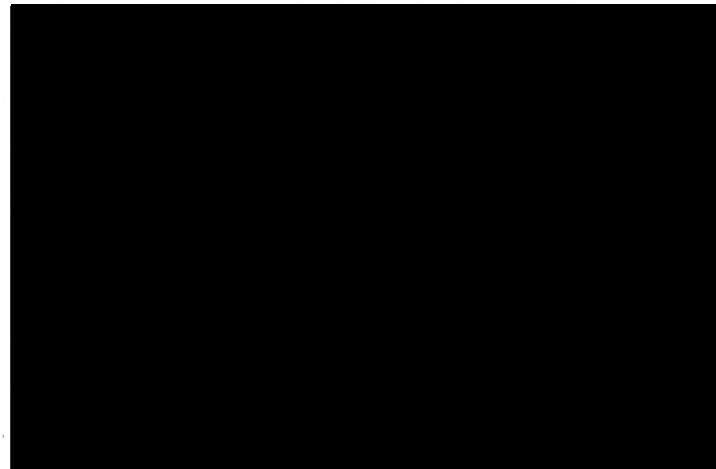
**Accounts Payable,
Shared Services Arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.**

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.

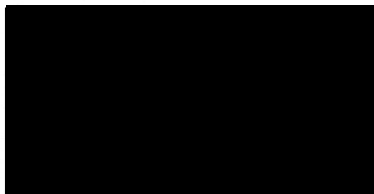


Invoicing
Instructions.doc

The Contract Manager for this contract is [REDACTED] – email: [REDACTED]@dfat.gov.uk.



Yours sincerely,



[REDACTED] Commercial Relationship Manager
Signed for and on behalf of the Department for Transport