

[REDACTED]

[REDACTED]

[REDACTED]

1. On behalf of the Secretary of State for Transport, I accept your quote for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.
2. The contract is to be let under the Department for Transport Short Form Terms and Conditions.
3. The contract is for the provision of training sessions as outlined at Annexe 1. The contract is originally for the delivery of two sessions valued at £15,000 exclusive of VAT, with the option to include two further sessions if required by the Department, valued at £7,500 exclusive of VAT per session. The decision to utilise the two further sessions is at the sole discretion of the Department.
4. The maximum value of this contract is **£30,000** excluding VAT. This value cannot be exceeded without written approval of the Department's commercial team. This is broken down as follows:
 1. £15,000 exclusive of VAT for two training sessions.
 2. £15,000 exclusive of VAT for the delivery of two further training sessions (at £7,500 exclusive of VAT per session) if required by the Department.
5. This contract is valid from **17 October 2024** till **30 May 2025**.
6. 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:

[REDACTED]

7. Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

8. The Contract Manager for this contract is [REDACTED] – email:

[REDACTED]

Name: [REDACTED]

Job Title: Senior Client Partner

[REDACTED]

Signature:...

Date:...16 10 2024.....

Yours sincerely,

[REDACTED]

[REDACTED], DfT Commercial Relationship Manager
By authority of the Secretary of State for Transport

