

MCIPS
Commercial Relationship Manager
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Email: @dft.gov.uk

Web site: www.dft.gov.uk

Monday, 24 June 2024

Chartered Institute for Personnel & Development (CIPD)

FAO: @cipd.co.uk

Sent Electronically

Dear CIPD,

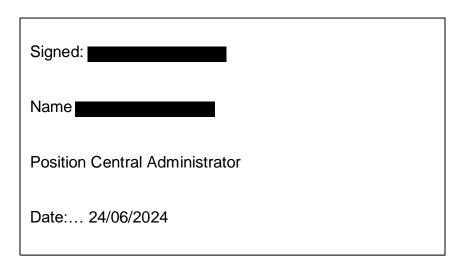
TRHR3304 - DfTc CIPD Membership Renewals 2024/25

- 1. On behalf of the Secretary of State for Transport, this contract is awarded to the **Chartered Institute for Personnel & Development (CIPD).** This letter and the documents listed below form a binding contract between you and this Department:
 - Signed Schedule 1 Contract Order form, incorporating the Department for Transport's Short-form conditions of contract;
 - GDPR Schedule of Processing (Annex A to the order form).
- 2. The maximum value for this Contract is £22,000 excluding VAT.
- 3. This contract is valid for 12 months (1 year) and will run from the 01/07/2024 to 31/06/2025.
- 4. 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
- 5. While email is preferable, if you need to send documents by post, you should send them to:



If you, the supplier, **Chartered Institute for Personnel & Development (CIPD)** are content to enter a binding contract with the Department for Transport (DfT), please sign and return

a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.



Yours sincerely,



MCIPS

Commercial Relationship Manager
By authority of the Secretary of State for Transport