



Department  
for Transport

Institute of Directors  
116 Pall Mall  
London  
SW1Y 5ED

Department for Transport  
Group Commercial Directorate  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR  
Tel: [REDACTED]  
Email: [REDACTED]@dft.gov.uk

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

**Tuesday, 13 February 2024**

FAO: [REDACTED]

\*SENT ELECTRONICALLY\*

**CONTRACT AWARD NOTICE**

Dear [REDACTED],

DfT Reference: TRCF3082

Contract Title: Board Director Training

1. On behalf of the Secretary of State for Transport, this contract is awarded to The Institute of Directors.
2. This contract is made up of this award letter and the short form DfTc terms and conditions attached.
3. The Maximum Price for this Contract is **£35,000** exclusive of VAT
4. The contract will run from the **01/02/2024** to the **31/12/2024**.
5. 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](mailto:SSa.invoice@sharedservicesarvato.co.uk)

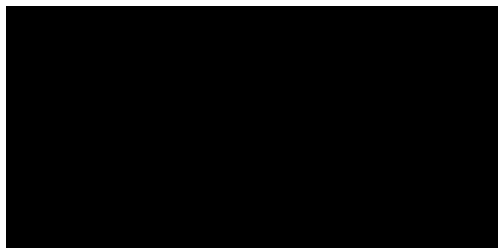
Or post:

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

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

The Contract Manager for this contract is [REDACTED] [REDACTED] [\[REDACTED\]@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

Yours sincerely,

A large black rectangular box redacting the signature of the DfT Commercial Manager.

**DfT Commercial Manager**  
**Group Commercial Directorate**  
**By authority of the Secretary of State for Transport**