



Department  
for Transport

Associate of European Transport (AET).  
Forester House  
Doctors Lane  
Henley-in-Arden  
Warwickshire  
B95 5AW

FAO: [REDACTED]  
Email: [REDACTED]@aetransport.org  
\*SENT ELECTRONICALLY\*

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)

**Thursday, 03 August 2023**

### **CONTRACT AWARD NOTICE**

Dear [REDACTED],

DfT Reference: TANL3008  
Contract Title: European Transport Conference 2023

1. On behalf of the Secretary of State for Transport, this contract is awarded to the Association of European Transport, for DfT attendance (a total of 39 delegates) at the European Transport Conference 2023.
2. The contract is to be let under the Association of European Transports terms and conditions (Annex 1 – “**ETC 2023 DfT Offer**” - DfT Quotation and Terms of Contract.)
3. The Fixed Price for this Contract is **£25,030.00** excluding 20% VAT.
4. The contract expiry date is **01/09/2023**.
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]@dft.gov.uk

If you, the supplier, the Association of European Transport 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 (including the documents referred to in it) and the copy you return will form the binding contract.

Yours sincerely,

[REDACTED]

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

On Behalf of the Supplier,

I hereby confirm receipt of the above letter for:

[REDACTED]

Date:03.08.2023

Signed:

Name: [REDACTED]

Status: Contract Manager AET  
European Transport Conference

Annex 1 - ETC 2023 DfT Offer

