



Department for Transport

Sanderson Weatherall
6th Floor Central Square
29 Wellington Street
Leeds
LS1 4DL

FAO: [REDACTED]
E-Mail: [REDACTED]@sw.co.uk
SENT ELECTRONICALLY

[REDACTED] MCIPS
Department for Transport
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Tel: 07977 435445
Email: [REDACTED]@dft.gov.uk

Web site: www.dft.gov.uk

Monday, 16 October 2023

CONTRACT AWARD NOTICE

DfT Reference: TRCF3079

Title: Property advice for [REDACTED]

Dear [REDACTED],

On behalf of the Secretary of State for Transport, I accept **Sanderson Weatherall's** proposal for the above requirement, dated 12/10/2023.

This letter is accompanied by an Order Form, issued under the Terms and Conditions of CCS Framework RM6168: Estate Management Services. Once signed by both parties, this order form, its incorporated terms, and the documents embedded within it will constitute a binding agreement between you, **Sanderson Weatherall** (the supplier) and the **Department for Transport** (the buyer).

This contract is direct awarded under the provisions of RM6168, following appraisal of the suppliers on Lot 1 of the framework against the Department's requirements. The maximum value of the contract is £50,000 (exclusive of VAT). The contract will commence once both parties have signed the order form and will not extend beyond 31st December 2026.

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.

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

Please acknowledge receipt of this letter within 5 business days of the letter issue date (12/10/2023).

Yours sincerely,

[REDACTED]

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