



# Department for Transport

Whitehall and Industry Group  
[REDACTED]

[REDACTED]  
Lead Commercial Relationship Manager  
Group Commercial Services  
D/6 Ashdown House  
Sedlescombe Road North,  
St Leonards on Sea,  
East Sussex  
TN37 7GA

Direct line: [REDACTED]  
[REDACTED]

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

**Monday, 13 August 2018**

Dear Sirs,

**DfT Contract Number PPRO 004/031/0076– Whitehall and Industry Group – Subscription**

**\*\*Please note, this is a retrospective award. \*\***

I refer to the above-mentioned contract. I am writing to accept your email quote for the contract PPRO 004/031/0076, titled "Whitehall and Industry Group - Subscription", which you sent on Friday 26<sup>th</sup> January 2018.

This letter and the documents listed below form a binding contract between you and the Department.

- WIG membership renewal 2018-19 – Proposal dated Thursday 25<sup>th</sup> January 2018
- Department for Transport Short Form Terms and Conditions Services (attached).

The firm approved cost for the work will be **£16,000** (exclusive of VAT). This amount is not to be exceeded without the Department's prior permission in writing. The contract will commence on the Sunday 1<sup>st</sup> April 2018 and will end on Wednesday 31<sup>st</sup> March 2021.

You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

**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.

Please acknowledge receipt of this letter. You may contact the Contract Manager, [REDACTED] by email [REDACTED] or by phone [REDACTED] to discuss any matters relating to the Contract.

If you are content to enter into a binding contract 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.

Signed:.....

Name.....

Position .....

Date:.....

Yours sincerely,

  
By authority of the Secretary of State for Transport