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Commercial Relationship Management Lead

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| FOA xx  **TRL** Crowthorne House, Nine Mile Ride, Wokingham, Berkshire, RG40 3GA | Department for Transport  Group Commercial Directorate  Great Minster House  38 Horseferry Road,  Westminster,  London SW1P 4DR    Web Site: www.dft.gov.uk    **Our Ref: TRST3019**    Date 17/04/2023 |

Dear xx,

**Contract Title: TRST3019 Road Condition Survey**

On behalf of the Secretary of State for Transport I am authorised to award you the above contract.

1. The documents listed below form a binding contract between the Supplier and Buyer:
2. Mid-Tier Contracts T&Cs:



1. Our Tender document:



1. Your Bid submission:



1. The contract will be commencing on 17/04/2023, ending on 30/09/2023.

1. The firm price for the contract is £149,000. This amount is not to be exceeded without the Department's prior permission in writing.

1. 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,***

***DfT Shared Service Centre,***

***5 Sandringham Park,***

***Swansea Vale,***

***Swansea SA7 0EA.***

**Or via email to** SSa.invoice@sharedservicesarvato.co.uk

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

1. Please acknowledge receipt of this letter by countersigning and returning to the Commercial Relationship Manager. You may contact the Contract Manager, xx, [xx@dft.gov.uk](mailto:xx@dft.gov.uk) to discuss any matters relating to the commencement of the Contract.

Yours Sincerely

SIGNATURE

xx

Commercial Relationship Management Lead

for Roads Places Environment

On Behalf of the Secretary of State for Transport

Signed:………………………………

Name:………………………………….

Date:…………………………………...