



Department
for Transport

Meridian Business Support Limited

Part First Floor, Right Wing
Dakota House, Concord Business Park,
Threapwood Road
Manchester
M22 0RR
FAO [REDACTED]

SENT ELECTRONICALLY

[REDACTED]
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

Wednesday, 08 February 2023

CONTRACT AWARD NOTICE

Dear [REDACTED]

DfT Reference: TLOT10125

Title: The Provision of Recruitment Services for Transport Modellers

On behalf of the Secretary of State for Transport, this contract is awarded to **Meridian Business Support Limited** for the provision of Provision of Recruitment Services for Transport Modellers.

This procurement was conducted by way of an open, competitive procurement, below FTS (services) threshold. <https://www.contractsfinder.service.gov.uk/Notice/3553d26f-6781-4c20-a868-d89ad874f879>

The contract is to be let via the Department for Transport (DfT) short form terms of contract. The following documents constitute a binding agreement between you, Meridian Business Support Limited (the supplier) and the Department for Transport (the customer):

1. Signed Schedule 1 Order form (signed on 24th January 2023), consisting of:
 - Contractual particulars
 - The Statement of Requirements
 - The tenderers submission (Technical and Commercial)
 - Contract terms and conditions

The duration of this contract is for two (2) years and will run from 08/02/2023 to 08/02/2025.

The firm approved total cost for this contract is up to £30,000.00 (exclusive of VAT). This contract is demand led, therefore the department cannot guarantee volumes or spend.

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.**

1. 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] | berry.leow@dft.gov.uk

Yours sincerely,

[REDACTED]

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