



Department for Transport

Royal Academy of Engineering

██████████
Commercial Relationship Manager
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Direct line: ██████████

██████████
Web site: www.dft.gov.uk

Thursday, 06 December 2018

Dear Sir/Madam,

DfT Reference: **TRAS0010**

Royal Academy of Engineering, Jane Sutton – Contract Award

1. On behalf of the Secretary of State for Transport, this contract award is for Royal Academy of Engineering.
2. The contract is to be let under Department for Transport's inward secondment agreement between the Royal Academy of Engineering (signed by the Royal Academy of Engineering on 01.03.18).
3. The Price for this Contract is £15,000 excluding VAT, for Royal Academy of Engineering for the secondment of ██████████. The service includes working 1 day per week with the DfT Year of Engineering team, bringing professional expertise, sector knowledge and additional resource to the team, further enhancing the working relationship with a delivery partner for the Year of Engineering campaign and its objectives.
4. 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:

*Accounts Payable,
Shared Services Arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.*

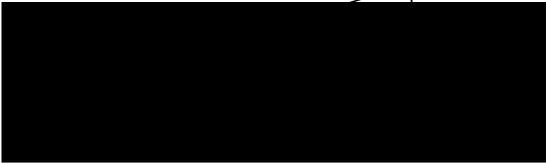
5. Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

The Contract Manager for this contract is ██████████ – email: ██████████ or phone ██████████

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

