



Department
for Transport

Civil Service College Limited
25 Quun Anne's Gate
St. James's Park
London
SW1H 9BU

MCIPS
Department for Transport
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Email: [\[REDACTED\]@dft.gov.uk](mailto: [REDACTED]@dft.gov.uk)

Web site: www.dft.gov.uk

Monday, 05 August 2024

[\[REDACTED\]@civilservicecollege.org.uk](mailto: [REDACTED]@civilservicecollege.org.uk)

SENT ELECTRONICALLY

CONTRACT AWARD NOTICE

DfT Reference: TMAR3117

Title: MAIB Investigation Report-Writing and Editing Courses

Dear [REDACTED],

On behalf of the Secretary of State for Transport, I am writing to formally confirm acceptance of your proposal for the provision of Report-Writing and Editing Courses to the Marine Accident Investigation Branch (MAIB).

This letter, alongside the following documents, constitute a legally binding agreement between you, **Civil Service College Limited** (the Supplier) and the **MAIB** (the Buyer):

- TMAR3117: Statement of Requirements (Annex I);
- Your Proposal of April 2024, (Annex II);
- A Signed Non-Disclosure Argument (Annex III);
- The Department for Transport's Short-Form Terms and Conditions (Annex IV).

As proposed, this contract covers delivery of two 2-day report-writing courses and one 2-day report editing course. The approved price for these courses is **£19,680**, excl. VAT, and the courses are intended to take place in Autumn 2024. For the purposes of configuring this agreement on the DfT's finance system, the contract will be allocated a beginning date of **01 September 2024** and an end date of **31 January 2025**.

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: [REDACTED]

Or post:

[REDACTED]



Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment. The DfT's Invoicing Instructions are attached below, for your convenience.

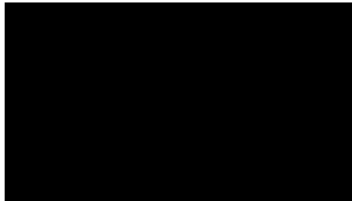


Invoicing
Instructions.doc

The account manager for this agreement will be [REDACTED] |
[REDACTED]@dfat.gov.uk, who will liaise with you around any invoicing or delivery requirements.

Please sign and return a copy of this letter within 5 business days to confirm its receipt.

Yours sincerely,



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

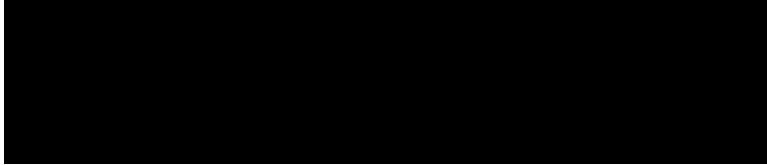
Accepted for and behalf of Civil Service College Limited	
Signed:.....	[REDACTED].....
Name.....	[REDACTED].....
Position	[REDACTED].....
[REDACTED]	

Annex I – TMAR3117: Statement of Requirements

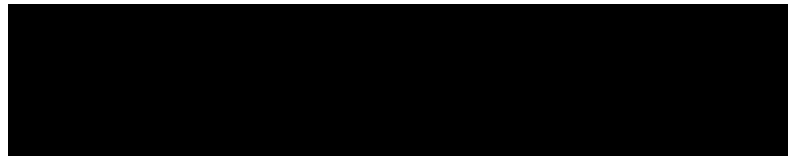


TMAR3117 - MAIB
Report Writing Coui

Annex II – Civil Service College Proposal



Annex III – Signed Non-Disclosure Agreement



Annex IV – Short-form Terms and Conditions of Contract



DfT Short-form
Conditions of Contr