



## Department for Transport

[REDACTED]  
Commercial Relationship Manager  
Group Commercial Directorate  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR  
Email: [REDACTED]

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

**Friday, 17 June 2022**

Chartered Institute for Personnel & Development (CIPD)

\*Sent Electronically\*

Dear CIPD,

### **TRHR3226 - DfTc CIPD Membership Renewals 2022/23**

1. On behalf of the Secretary of State for Transport, this contract is awarded to **Chartered Institute for Personnel & Development (CIPD)**. This letter and the documents listed below form a binding contract between you and this Department;
2. The contract is to be let under Department for Transport's short form conditions of contract (Schedule 1 – Order Form & Short Form Conditions).
3. The Price for this Contract is up to **£18,000** excluding VAT.
4. This contract is valid for **12 months (1 year)** and will run from the **01/07/2022** to **31/06/2023**.
5. 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.*

6. 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]

If you, the supplier, **Chartered Institute for Personnel & Development (CIPD)** are content to enter a binding contract with the Department for Transport (DfT), 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.



Yours sincerely,



**Commercial Relationship Manager**  
**By authority of the Secretary of State for Transport**