



# Department for Transport

## Training for transportation professionals (TFTP)

Commercial Manager  
Department for Transport  
Group Commercial Directorate

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

Thursday, 05 September 2019

Dear Sir/Madam,

DfT Reference: **TRAS3005**

### **ETC Conference, Dublin.**

1. On behalf of the Secretary of State for Transport, I accept your quotation and proposal dated 19/07/2019.
2. The Price for this Contract is **£22,600** excluding VAT, for **43** delegates (potentially 44) to attend the European Transport Conference in Dublin.
4. The duration of this contract is from 16 July 2019 to 12 October 2019.

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.*

2. 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 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**