



Department for Transport

xx
CEPA
Queen's House
55-56 Lincoln's Inn Fields
London
WC2A 3LJ
Email: x@cepa.co.uk

xx
Commercial Relationship Management
Lead
Department for Transport
Group Commercial Directorate
Great Minster House
Horseferry Road
London SW1P 4DR

x.x@dft.gov.uk

Contract Agreement Number: TLOT10119

16 June 2022

Dear X,

Contract reference number TLOT10119 Concessionary Travel Applications Decision Maker

1. On behalf of the Secretary of State for Transport, I note your proposal of the specification dated 08/06/2022 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department;
 - I. Statement of Requirements sent on 31/05/22
 - II. Your proposal received on 8/06/22
 - III. The DfT short form terms and conditions of contract, embedded in this document
2. The Contract will begin on 20th June 2022 and will finish by 19th June 2023.
3. The Contract value is based on fees per appeal as set out in your proposal. Work will be requested by DfT and the makeup of the team and level of expertise required agreed between the Department and CEPA in advance. You should not undertake work without that first being agreed in advance. The maximum contract value will be **£50, 000**. The overall value of the contract cannot be exceeded without written approval from the commercial team.
4. xx, x@dft.gov.uk, is the project manager.
5. Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

ssa.invoice@sharedservicesarvato.co.uk

**Accounts Payable,
Shared Services arvato,
5 Sandringham Park,**

**Swansea Vale,
Swansea
SA7 0EA**

6. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Yours sincerely,

Signature

XX
Commercial Relationship Management Lead



DfT Short form
T&Cs.doc