



# Department for Transport

Department for Transport  
33 Horseferry Road  
London  
SW1P 4DR

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

**Tuesday, 17 October 2023**

**CIRIA**  
124 City Road  
London  
EC1V 2 NX  
United Kingdom

FAO: [REDACTED]  
Email: [REDACTED]@ciria.org

**\*SENT ELECTRONICALLY\***

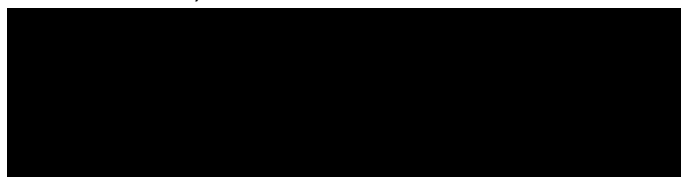
**Procurement Title: Unlocking MMC Policy Programme, Workstream 1**  
**Procurement Reference: TPPD3000**

Dear Dirk Vennix,

On behalf of the Secretary of State for Transport, the Department proposes to **accept** your revised quotation of 11/10/2023 for two projects covering MMC performance specifications (Buildoffsite reference: P3279) and MMC IP management (Buildoffsite reference: P3280).

If you, the supplier, **CIRIA**, are content to enter into a binding contract with the Department for Transport (DfT), please sign and return a copy of this letter and the associated contract order form. This letter and the documents listed below form a binding contract between you and this Department.

- Your quotation, dated 11/10/2023
- The DfT's Statement of Requirements for Workstream 1 (Schedule 2)
- Contract Order form (when signed by both parties)
- DfT's short-form Terms and Conditions (except where explicitly amended in the Contract Order Form)



The contract shall commence on **17/10/2023** and shall expire on **01/10/2024**. The maximum value of this contract will be **£60,000.00** excluding value added tax (VAT).

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:

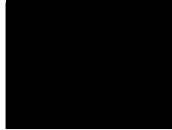
Via email: [ssa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)

Or post:

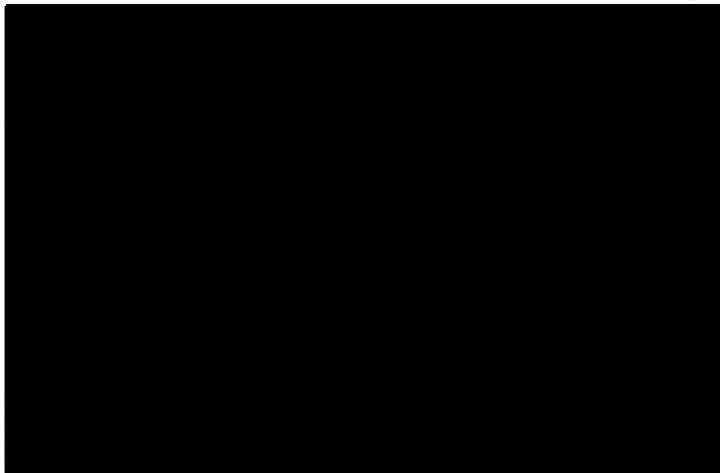
**Accounts Payable,**

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

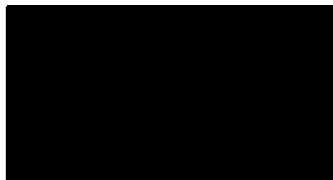
Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment. Invoicing Instructions attached below for further details.



The Contract Manager for this contract is [REDACTED] – email: [REDACTED]@[dft.gov.uk](mailto:[REDACTED]@dft.gov.uk) will be in touch to discuss agree/discuss contract go-live arrangements.



Yours sincerely,



[REDACTED] Commercial Relationship Manager  
Signed for and on behalf of the Department for Transport