













Schedule 1 - Contract including draft Order Form and Contract Conditions

1. Contract Reference	TRHR3318
2. Date	23/12/24
3. Buyer	Department for Transport Great Minster House 33 Horseferry Road, London, SW1P 4DR
4. Supplier	Business Disability Forum Dowgate Hill House, 14-16 Dowgate Hill, London, EC4R 2SU
5. The Contract	<p>The Supplier shall supply the deliverables described below on the terms set out in this Order Form.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p> <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.</p>
6. Deliverables	Services Business Disability Forum Partnership renewal the period of 01/01/2025 – 31/12/2025. Full partnership benefits as per www.businessdisabilityforum.org.uk .
7. Specification	NA - Business Disability Forum Partnership renewal the period of 01/01/2025 – 31/12/2025
8. Term	01/01/2025 – 31/12/2025
9. Charges	The Charges for the Deliverables shall be as set out as per below: Fixed Cost of £25,200.00 including VAT.
10. Payment	Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. The Purchase Order Number for this contract is: [PO Number] . You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

	<p>SSa.invoice@Ubusinessservices.co.uk</p> <p>While email is preferable, if you need to send documents by post, you should send to:</p> <p>Unity Business Services (UBS) 5 Sandringham Park Swansea Vale Swansea SA7 0EA</p> <p>Should you have any issues relating to invoices or payment and need to contact the Unity Business Services (UBS) support desk, you can email them at support@Ubusinessservices.co.uk or the telephone number is 0344 892 0343</p>	
11. Buyer Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>[REDACTED] Culture and Wellbeing Advisor Email: [REDACTED]@dft.gov.uk Contact No. [REDACTED]</p> <p>or, in their absence,</p> <p>[REDACTED]</p>	
12. Address notices for	<p>Buyer:</p> <p>[REDACTED] Culture and Wellbeing Advisor One Priory Square Hastings East Sussex TN34 1EA Email [REDACTED]@dft.gov.uk</p>	<p>Supplier:</p> <p>[REDACTED] Finance Director Dowgate Hill House, 14-16 Dowgate Hill. London EC4R 2SU Attention: [REDACTED] Email [REDACTED]@businessdisabilityforum.org.uk</p>
13. Key Personnel	Buyer:	Supplier:

	<p>  Culture and Wellbeing Advisor E: @dft.gov.uk Contact No.   Commercial Manager E: @dft.gov.uk Contact No.  </p> <p>  Dowgate Hill House, 14-16 Dowgate Hill. London EC4R 2SU Attention   Email: @businessdisabilitforum.org.uk Commercial Manager </p>
14.Procedures and Policies	NA

Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer (<i>on behalf of the Secretary of State for Transport</i>)
Name:  Finance Director	Name:  DfT Commercial Manager
Date: 23/12/24	Date: 20/12/2024
Signature: 	Signature: 

Annex 3 – Charges

Contract Terms.

It is agreed that this contract will be subject to the Business Disability Forums Terms and Conditions of Business.

