



Department for Transport

TRL Limited
Crowthorne House
Nine Mile Ride, Wokingham, Berkshire, RG40 3GA

Email: REDACTED

REDACTED

Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR

Email : REDACTED

Web Site: www.dft.gov.uk

Ref: TFTS1014

22nd November 2023

TFTS1014 – Researching passenger inclusivity roles and duties performed by a driver

This letter confirms that there were no legal proceedings brought against the decision of the proposed award of this contract.

1. On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department.
 - (i) The publication of our Invitation to Tender, forming the request for proposal which closed on 4th October 2023.
 - (ii) CCS RM6126 Research & Insights DPS terms and conditions as set out in the Invitation to Tender
 - (iii) Your proposal and documents submitted in response to our Invitation to Tender which closed 4th October 2023.
2. The contract will commence on 27th November 2023, ending on 27th May 2024
3. The maximum contract value is **£59 000** ex VAT. This amount is not to be exceeded without the Department's prior permission in writing.
4. You will be issued with an official Purchase Order Number. This replaces any existing payment arrangements you may have made. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

Accounts Payable,
DfT Shared Service Centre,
5 Sandringham Park,
Swansea Vale, Swansea, SA7 0EA.

Or via email to REDACTED

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

5. Please confirm your acceptance of the contents and return to REDACTED

6. You may contact the contract manager Lawrence Thurbin REDACTED, to discuss any matters relating to the contract.

Yours sincerely

REDACTED Commercial Relationship Advisor

by authority of the Secretary of State for Transport

For and on behalf of the Supplier:

Name and Title: REDACTED, Director Consulting

Signature: REDACTED

Date: 24/11/23

For and on behalf of the Customer:

Name and Title: REDACTED, Commercial Relationship Advisor

Signature: REDACTED

Date: 22/11/2023