



Department for Transport

Four Communications Limited
The Hickman Building
2 Whitechapel Road,
London.
E1 1FX

Via email to:



Group Commercial Directorate
Department for Transport (DfT)
33 Horseferry Road
Westminster
London
SW1P 4DR

Mob: 
Web Site: www.dft.gov.uk

Our ref: TSCS3009

Date: 04 May 2024

Dear Supplier

Contract number – TSCS3009

Contract Title – Cranston Inquiry Comms and Media Services

On behalf of the Secretary of State for Transport, I am writing to formally notify you that the Department for Transport wishes to contract with you for services pertaining to the Cranston Independent Inquiry.

This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The Signed Below Threshold Contract Order form and Conditions.
2. This Award Letter.

This Contract will commence on 18 March 2024 and expire on 31 July 2025 with an option to extend for an additional 6 months. The total value of the contract is up to £80,000 exc VAT. The Department is under no obligation to spend the full value of this contract.

The Purchase Order Number for this contract will be provided as soon as possible. Invoices submitted to the Department must also quote the PO number and must be submitted in accordance with DfT's Invoicing Procedures embedded below.



Please contact the Contract Owner [REDACTED] on telephone number [REDACTED] or via email [REDACTED] [k](#) to discuss arrangements for commencement of the contract.

Please acknowledge your receipt, understanding and acceptance of this letter by signing in the allocated space below and returning to me via email to [REDACTED]

Yours sincerely

Sent via email unsigned

[REDACTED]
**Commercial Relationship Manager
Department for Transport
Swansea (DVLA)**

[REDACTED]
On behalf of the Secretary of State for

Accepted for and on behalf of Four
Communications Limited **by:-**

Signature:

[REDACTED]

Name:

[REDACTED]

Capacity: Associate Director

Date 09.05.23