



# Department for Transport

H H ASSOCIATES LIMITED  
Grove House  
Guildford Road  
Fetcham  
Leatherhead  
KT22 9DF  
United Kingdom  
FAO: [REDACTED]  
\*SENT ELECTRONICALLY\*

[REDACTED]  
Commercial Relationship Manager  
Department for Transport  
Group Commercial Directorate  
Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR

27 March 2025

DfT Reference: **TCOM3073**

## **CONTRACT AWARD NOTICE**

### **DfT Provision of Print and Digital Communications Services, Command & House Papers**

Dear [REDACTED],

On behalf of the Secretary of State for Transport, this contract is awarded to, H H ASSOCIATES LIMITED for the provision of Print and Digital Communications Services, Command & House Papers.

This procurement was conducted under the Crown Commercial Services (CCS) RM6297 Lot 1: Print and Digital Communications framework. The contract is governed by the terms of the framework agreement, as outlined in the signed Schedule 6 Order Form (Attachment 1).

1. The below documents form a binding agreement between you (the supplier) and the Department for Transport (the customer):
  - i. Attachment 3 Statement of Requirements
  - ii. Schedule 6 Order Form (signed by both parties) along with the relevant schedules referenced within the order form.
  - iii. RM6267 Lot 1 Pricing
2. The operative period of the contract is from 27/12/2024 and will expire on 26/12/2026, with the option to extend by x2 further years, in +1-year increments.
3. The total value of this contract including extension options is £66,000.00 excluding VAT. Spend is subject to demand, therefore the Department cannot guarantee volumes and contractual usage.
4. The DfT Contract Manager for this contract is [REDACTED] | [REDACTED]@[dft.gov.uk](mailto:[REDACTED]@dft.gov.uk).
5. Please acknowledge receipt of this letter. The business area within the Department for Transport will contact you shortly to arrange commencement of payment for the delivered work.

Yours sincerely,



DfT Commercial Manager, Group Commercial Directorate  
by authority of the Secretary of State for Transport