



# Department for Transport

REDACTED  
Local Council Roads Innovation Group (LCRIG)  
Via Email: [REDACTED](#)

REDACTED  
Department for Transport  
Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR  
Direct Line: REDACTED

Email : REDACTED  
Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

Dear REDACTED

Ref: TRST1001

24 November 2022

## **TRST1001 Transport Technology Forum**

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 statement of requirements issued to you on 6<sup>th</sup> September 2022
  - (ii) Your acceptance of that statement of requirements received on 9th September 2022
  - (iii) Department for Transport general terms and conditions attached to this letter.
2. The contract will commence today, 23<sup>rd</sup> September 2022, ending on 31 August 2025 with an annual contract review. The Department reserves the right to end the contract after those reviews.
3. The fixed contract price over the three years is **£900,000** ex VAT.
4. You will be issued with an official Purchase Order Number. 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. The Contract Manager is REDACTED, [REDACTED](#).

Yours sincerely

REDACTED

REDACTED, Commercial Relationship Management Lead  
by authority of the **Secretary of State for Transport**

Signed:.....REDACTED.....

Name.....REDACTED.....

Position .....Finance & Operations.....

Date.....05/10/2022:.....



General-conditions-o  
f-contract-for-service