



Department  
for Transport

Commercial Manager  
Department for Transport  
Group Commercial Directorate  
12<sup>th</sup> Floor  
50 Victoria St  
Westminster  
London  
SW1H 0TL

29 September 2021

Unit 2, Ontario Drive  
New Rossington  
Doncaster  
DN11 0BF  
FAO:   
Email: [@posturite.co.uk](mailto: @posturite.co.uk)

## CONTRACT AWARD NOTICE

Dear ,

DfT Procurement Reference: **TRHR3147B**  
Procurement Title: **Provision of a Workplace Adjustments Provider**

Further to your submission of a Tender for the above, open competitive procurement, I am writing to advise that the procurement is now complete.

I am pleased to inform you that your company has been successful and therefore we would like to award the contract to you.

Attachment 1 provides feedback on your successful proposal.

1. The contract shall commence on the 11 October 2021 and the Expiry Date will be 11 October 2022.
2. The maximum value of this contract is £100,000.00 excluding VAT and is subject to DfT demand/usage.
3. This letter and the documents listed below form a binding contract between you and this Department.
  - Your Technical and Commercial Proposals issued on 07/09/2021
  - Schedule 1 – Contract Order Form and Terms and Conditions
5. The DfT Contract Lead is: [@dft.gov.uk](mailto: @dft.gov.uk) will be in contact to arrange/discuss the launch of this contract.
6. 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:

Email: [SSa.invoice@dftssc.gsi.gov.uk](mailto:SSa.invoice@dftssc.gsi.gov.uk)

**Accounts Payable,  
Shared Services Arvato,  
5 Sandringham Park,  
Swansea Vale,**

**Swansea  
SA7 0EA.**

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

If you are content to enter into a binding contract, please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Signed: [REDACTED] .....
Name: [REDACTED]
Position: [REDACTED]
Date: 14/10/2021 .....

Yours sincerely,

[REDACTED]

[REDACTED] DfT Commercial Manager  
Signed for and on behalf of the Department for Transport