



Department for Transport

SYSTRA Limited
Dukes Court, Dukes Street
Woking
GU21 5BH
via email: REDACTED

REDACTED

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

Email : REDACTED

Web Site: www.dft.gov.uk

Ref: TLOT0040

2nd February 2022

TLOT0040: Bus and Coach Travel experiences

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

1. The documents listed below form a binding contract between you and Department for Transport.
 - (i) The publication of our Invitation to Tender, forming the request for proposal which closed on 12th December 2022.
 - (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 12th December 2022.
2. The contract will commence on 6th February 2023, ending on 6th August 2023
3. The maximum contract value is **£300 000** ex VAT with **£109 855.76** ex VAT for the core element. This amount is not to be exceeded without 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, 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**, Business Director – Transport Planning

Signature: **REDACTED**

Date: 13/02/2023

For and on behalf of the Customer:

Name and Title: **REDACTED**, Commercial Relationship Advisor

Signature: **REDACTED**

Date: 02/02/2023