



# Department for Transport

## Gatenby Sanderson

14 King Street

Leeds

LS1 2HL

Attn: [REDACTED]

[tenders@gatenbysanderson.com](mailto:tenders@gatenbysanderson.com)

**\*SENT ELECTRONICALLY\***

[REDACTED]  
Commercial Manager  
Group Commercial Directorate  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR  
Direct line: [REDACTED]  
[REDACTED]

Web site: [www.dft.gov.uk](http://www.dft.gov.uk)

**Thursday, 10 September 2020**

Dear [REDACTED],

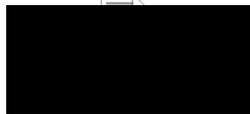
Procurement ref: **TRHR3063 - Executive Search Provider**

### **Contract Variation No 1 - Executive Search Provider**

1. On behalf of the Secretary of State for Transport, this letter confirms a variation in the contract value detailed in the original contract dated 30 June 2020, reference Procurement ref: TRHR3063 - Executive Search Provider. Associated quotation attached.
2. The Terms and Conditions of the existing agreement remaining unchanged (attached for reference).



3. The Contract Variation is required to fund supplementary external marketing that has become necessary and was not included in the initial procurement (attached below).



4. The contract uplift value is £30,000, bringing the revised contract value to **£120,000** (excluding VAT) from the period of **11 August 2020 to 02 October 2020**. Under no circumstances should this value be exceeded.

The purchase order number, already supplied to you, should continue to be used. Invoices quoting the DfT's Purchase Order Number should be submitted to DfT Shared Services.

*Accounts Payable,  
Shared Services Arvato,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.*

The Contract Manager for this contract is [REDACTED]

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.

I hereby confirm receipt of the above letter and the agreement of **Gatenby Sanderson / TRHR3063** to provide the service(s) as specified in the original agreement.

Signed:	[REDACTED]	.....
Name..	[REDACTED]	.....
Position	Bid Manager	.....
Date:	15/09/2020	.....

Yours sincerely,

[REDACTED]

[REDACTED]  
**By authority of the Secretary of State for Transport**