



Department for Transport

CENEX

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By email

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Web Site: www.dft.gov.uk

Our Ref: TRSS0017

04 July 2019

Dear ██████████

Contract Number TRSS0017 – International Road Safety Conference

I refer to your recent discussions with ██████████ at the Department for Transport, in respect of the International Road Safety Conference.

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 Departments conference requirements, set out in Appendix A.
 - (ii) Department for Transport purchase order terms and conditions at <https://www.gov.uk/government/publications/purchase-order-conditions-of-contract>
 - (iii) Your email dated 21 May 2019 confirming the conference details and the price.
3. The contract will be commencing on 8th July 2019, ending on 4th September 2019.
4. The firm price for the contract will be £52,560.00 ex VAT, this amount is not to be exceeded without the Department's prior permission in writing.
5. 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 SSa.invoice@sharedservicesarvato.co.uk

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

- 6. Please sign a copy of this letter to confirm your acceptance of the contents and return to [redacted] [@dft.gov.uk](mailto:[redacted]@dft.gov.uk)
- 7. You may contact the Contract Manager, [redacted] at [redacted] [r@dft.gov.uk](mailto:[redacted]r@dft.gov.uk) or by phone on [redacted] to discuss any matters relating to the commencement of the Contract.

Yours

[redacted signature block]

By authority of the Secretary of State for Transport

Signed:.....
Name:.....
Date:.....

Appendix A:
The Department for Transport's conference requirement

The provision of all program management by CENEX for the Department to have a presence at the Connected Automated Mobility (CAM) 2019 event on the 4th September. And to arrange the attendance by VIP's attending the previous day's Ministerial Event at Lancaster House on road safety.

The following will be provided by the contract:

- Overall project coordination: fortnightly calls (1 hour) with DfT to coordinate activities.
- Provision of exhibition space at CAM: 30sqm stand space (5m x 6m) and stand build.
- Seminar programme: bespoke seminar development (1 seminar session including dedicated EOI).
- Vehicle demonstrations: a per exhibitor grant (£2,000 grant as part of this contract, for each exhibitor to participate in the showcase (this will be limited to a max. of 3).
- Guided tours: CENEX will manage the tour schedules, consisting of:
 - Tour guide preparation;
 - Tour guides;
 - Travel and subsistence;
 - Delegate tour – delegate pack;
 - Delegate correspondence;
 - Post tour questionnaire and DfT approval;
 - Post tour questionnaire dispatch, chase email and reporting; and
 - Close out report and client call.
- Catering: cold buffet or hot meal based on 100 delegates. Option to be confirmed.
- Event management: CENEX will develop the schedule and provide supporting materials, consisting of:
 - Project management;
 - Printing supporting materials; and
 - Designing supporting material.