



# Department for Transport

MCIPS  
Commercial Relationship Manager  
GROUP COMMERCIAL DIRECTORATE  
DEPARTMENT FOR TRANSPORT  
DIRECT LINE: [MCIPS@df.gov.uk](mailto:MCIPS@df.gov.uk)

FAO: [MCIPS@df.gov.uk](mailto:MCIPS@df.gov.uk)  
**Four Communications Ltd**  
20 St Thomas Street  
London  
SE1 9BF

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

Contract Agreement Number:  
TCOM3062

9<sup>th</sup> July 2024

Email: [tenders@fouragency](mailto:tenders@fouragency)

Dear [MCIPS@df.gov.uk](mailto:MCIPS@df.gov.uk),

## TCOM3062: Creative Development & Production

I refer to my letter dated 17<sup>th</sup> June 2024; I am writing to confirm that the standstill period has now finished.

On behalf of the Secretary of State for Transport, I accept your tender dated 26<sup>th</sup> April 2024 for the above-mentioned Contract. The attached contract details ("Letter of Appointment"), contract conditions and the Annexes set out the terms of the contract between Department for Transport and Four Communications Group Ltd for the provision of the deliverables set out in the Letter of Appointment.

The contract shall reflect the terms contained in the ITT, the specification, bid submission and any clarifications thereafter.

Value	No greater than £500,000
Contract Start Date	11 <sup>th</sup> July 2024
Contract End Date	10 <sup>th</sup> June 2027

We intend for the service to commence on 11<sup>th</sup> July 2024 and activity will be agreed through individual Statement of Work Orders.

Please confirm your acceptance of the Conditions by signing and returning the Letter of Appointment as soon as possible. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

The Letter of Appointment will be countersigned and will create a binding contract between the two named parties.

We thank you for your co-operation to date and look forward to forging a successful working relationship. The Contract Manager, [MCIPS@df.gov.uk](mailto:MCIPS@df.gov.uk) (Publications Lead), email: [MCIPS@df.gov.uk](mailto:MCIPS@df.gov.uk) will be in contact shortly to discuss arrangements for commencement of the Contract.

Yours sincerely

**Commercial Relationship Manager**  
by authority of the Secretary of State for Transport

TCOM3062 Contract Award Notice (Four Communications Limited)