



Department
for Transport

Lynton Trailers (UK) Ltd
16 Graphite Way,
Rossington Industrial Park,
Hadfield,
Glossop,
SK13 1QH.

Group Commercial Directorat

Department for Transport (DfT)
Great Minster House
33 Horseferry Road
Westminster
London
SW1P 4DR

Website: www.dft.gov.uk

Date: 16 December 2025

Dear Supplier,

**TROO0483 - Provision of an Investigation Support Vehicle
CCS Framework RM6244 - Purchase of Standard and Specialist Vehicles**

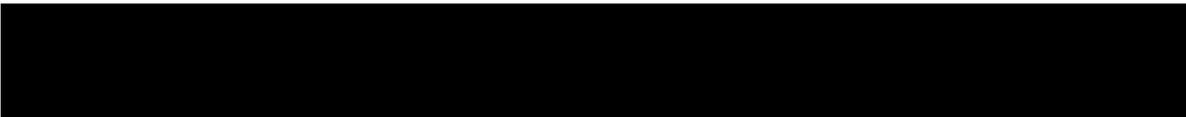
On behalf of the Secretary of State for Transport, I accept your proposal received on 3 December 2025 for the above tender opportunity. This letter and the document's listed below form a binding contract between you and the Rail Accident Investigation Branch (RAIB).

1. Crown Commercial Service Framework Terms and Conditions
2. Framework Schedule 6A (Simple Order Form Template and Call-Off Schedules) – Ref TROO0483

This contract will start on 17 December 2025 and will expire on 16 December 2026, or on successful delivery of the vehicle upon completion of an agreed snagging list and final payment being made.

The total value of this contract is up to £96,826.02 excluding VAT with RAIB under no obligation to utilise the full amount.

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods or services, under this contract. The Purchase Order Number for this contract will be provided as soon as possible. Invoices submitted to the Department must also quote the PO number and must be submitted in accordance with DfT's Invoicing Procedures (see Annex A).

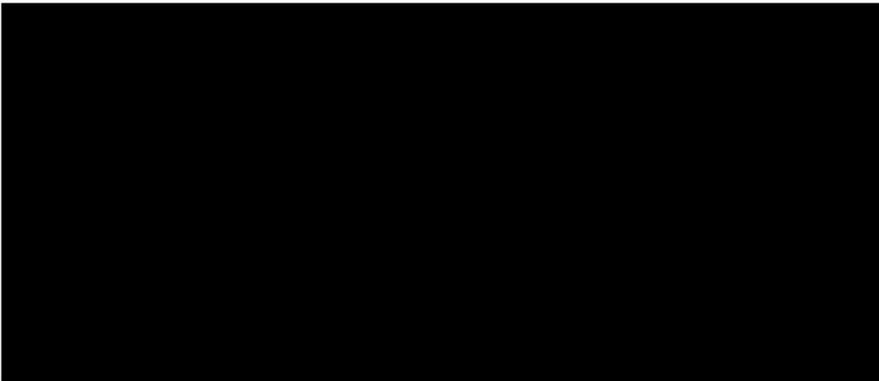




Department
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Please acknowledge your receipt acceptance of this letter by signing in the allocated
[redacted] in a pdf format via email at

I look forward to hearing from you.





Annex A

Invoicing Procedures

DfT's invoicing procedures are detailed below:

1. All invoices and/or credit notes must be an original document.
2. **Any correspondence/enquiries which are sent to the designated email address for invoices/credit notes and are not an original invoice and/or credit note will be deleted, with no action being taken.**
3. All invoices and/or credit notes will either need to be sent electronically as an attachment to an email or as a hard copy document through the post to the designated email or postal address listed below:

Email: SSa.invoice@Ubusinessservices.co.uk

Postal Address:

Unity Business Services (UBS)
5 Sandringham Park
Swansea Vale
SA7 0EA

4. Identify the business unit the invoice or credit note relates to e.g. DfT.
5. If an original invoice and/or credit note is sent electronically, then the same document **must not** be sent as a hard copy through the post and vice versa.
6. All electronics invoice and/or credit notes **must** be sent in a PDF format. Any documents which are received and are not in a PDF format will be deleted with no action being taken.
7. A 10Mb maximum file size per email is applicable.
8. If the e-invoice is encrypted, this could result in the invoice being blocked by UBS email security filters.
9. The e-invoices **must not** include profanities, as these will also be blocked by UBS email security filters and may delay/stop the invoice being received.
10. All invoices or credit notes must quote a valid Purchase Order number i.e. one that is in the format 8000XXXXXX. This will be found on the Purchase Order you receive.
11. You should not provide goods or services without receipt of a valid Purchase Order.
12. Please do not submit your invoice before you have provided the goods/services
13. Do not undertake new work or supply goods or services in excess of the original Purchase Order Value.
14. If an incorrect Purchase Order number or no Purchase Order number is quoted the invoice will be returned to you. You will be able to handwrite the correct Purchase Order numbers on the invoices that are returned, however it is preferable that you change it on your system and reissue to ensure any future invoices are referenced correctly.
15. Credit notes should quote the Purchase Order number and your original invoice reference along with details of what the credit note applies to, particularly if it is not for the full value of the invoice.
16. **UBS cannot be responsible for any e-invoice until it has been received. Responsibility for ensuring the e-invoice is received by UBS in a timely manner lies with the supplier.**

All supplier invoices and payment enquiries must be directed to UBS. If you contact the relevant business unit directly, they will direct you to UBS.