



Department  
for Transport

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\*SENT ELECTRONICALLY\*

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

**Monday, 29 April 2024**

### **CONTRACT AWARD NOTICE**

**DfT Reference: TRHR3296**

**Title: Provision of Executive Coaching to DfT Exco**

Dear [REDACTED] and [REDACTED],

On behalf of the Secretary of State for Transport, I am writing to accept your proposal, as revised 5<sup>th</sup> March 2024, for development and delivery of an executive coaching and team development day to the Department for Transport Executive Committee (ExCo).

The event, which will take place on a future date to be agreed with the DfT contract lead, will have a maximum cost of **£11,100** exclusive of VAT (**£13,320** VAT inclusive) – with final costs calculated against a day rate [REDACTED]. Travel and Subsistence costs will be paid by the DfT, provided that they comply with the DfT's Travel and Subsistence policy and are evidenced in accordance with the policy.

For the purposes of configuring this contract on the DfT's finance system, the contract will be allocated a beginning date of **01/04/2024** and an end date of **01/10/2024**.

If you are content to enter into a binding contract with the Department for Transport (DfT), please sign and return a copy of this letter. Once signed and returned, this letter, alongside the documents referenced below, will form a binding contract.

- Your quotation, as revised 05/03/2024 (Annex I)
- The Department for Transport's standard short-form conditions of contract (Annex II)
- The Department for Transport's Travel and Subsistence Policy (Annex III)
- The specification contained in the Department for Transport's Request for Quotation, as issued on 26/02/2024.

You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Via email: [ssa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)

Or post:

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

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment. The DfT's Invoicing Instructions are attached below, for your convenience.



Invoicing  
Instructions.doc

Once contractualised, correspondence relating to this purchase should be directed to [redacted] | [redacted] [@df.gov.uk](mailto:[redacted]@df.gov.uk), who will be in contact to finalise the date for delivery of the training day, and any mobilisation.

Yours sincerely

[Redacted signature block]

**DfT Lead Commercial Relationship Manager**

Signed:	[Redacted signature]
Name.....	[Redacted name]
Position ...	Partner.....
Date:...	26/04/2024.....

**By authority of the Secretary of State for Transport**

**Annex I – Quotation for Executive Team Coaching and Development,  
dated 05/03/2024**



Quotation for EXCO  
development correc

## Annex II – The DfT’s standard short-form conditions of contract



DfT Short-form  
Conditions of Contr

## Annex III – The DfT’s Travel and Subsistence Policy



Travel and  
Subsistence Annex -

## Annex IV – DfT Request for Quotation, issued 26/02/2024



Request for low  
value quotation ExC