



Department for Transport

The University of Leeds

Woodhouse Lane

Leeds

West Yorkshire

LS2 9JT

FAO: [REDACTED]

SENT ELECTRONICALLY

[REDACTED]
Department for Transport
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Tel: [REDACTED]
Email: [REDACTED]@dft.gov.uk

Web site: www.dft.gov.uk

Monday, 27 February 2023

CONTRACT AWARD NOTICE

Dear [REDACTED],

DfT Reference: TRAS3091

Title: The Provision of Transport Economics Training

On behalf of the Secretary of State for Transport, this contract is awarded to **The University of Leeds** for the provision of Provision of Transport Economics Training.

This procurement was conducted by way of an open, competitive procurement, below FTS (services) threshold. <https://www.find-tender.service.gov.uk/Notice/034263-2022>

The contract is to be let via the Department for Transport (DfT) Mid-Tier Core Terms. The following documents constitute a binding agreement between you, Meridian Business Support Limited (the supplier) and the Department for Transport (the customer):

1. Schedule 1 Signed Order form, consisting of:
 - Contractual particulars
 - The Statement of Requirements
 - The tenderers submission (Technical and Commercial)
 - Contract terms and conditions

The initial expiry date of this contract 28/02/2025. This contract is let on a 2+1-year term.

The value of this contract is £150,000.00 excluding VAT for the initial 2 years. Volumes are not guaranteed. This contract is subject to DfT need.

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@dftssc.gsi.gov.uk

Or post:

**Accounts Payable,
Shared Services Arvato,
5 Sandringham Park,**

**Swansea Vale,
Swansea
SA7 0EA.**

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

The Contract Manager for this contract is [REDACTED] | [REDACTED]@dft.gov.uk

Please acknowledge receipt of this letter within 5 business days of the letter issue date (27/02/2023).

Yours sincerely,

[REDACTED]

[REDACTED]
**DfT Commercial Manager
Group Commercial Directorate
By authority of the Secretary of State for Transport**