



Department for Transport

By email

Commercial Relationship Manager
Department for Transport
Group Commercial Directorate
D06 Ashdown House
Sedlescombe Road North
TN37 7GA
Direct Line:

Web Site: www.dft.gov.uk

Our Ref: TLOT0004

29 January 2019

Dear

Contract Number TLOT0004 – STATS19 Review

1. I refer to your recent discussions with [REDACTED] at the Department for Transport, in respect of the STATS19 Review.
2. On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department.
 - (i) [REDACTED] specification sent 18 January 2019 setting out the requirements of the review.
 - (ii) Department for Transport purchase order terms and conditions at <https://www.gov.uk/government/publications/purchase-order-conditions-of-contract>
 - (iii) Your document titled [REDACTED] roles and responsibilities agreed.
3. The contract will be commencing on 18 October 2018, ending on 31 December 2019.
4. The agreed day rate for the contract is £500.00 ex VAT, exact hours to be agreed with the contract manager below, 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 [REDACTED]

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

6. Please acknowledge receipt of this letter. You may contact the Contract Manager, [REDACTED] or by phone on [REDACTED] to discuss any matters relating to the commencement of the Contract.

Yours sincerely

[REDACTED]

By authority of the Secretary of State for Transport

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