



Department for Transport

xx
Commercial Relationship Management
Lead
Department for Transport
Group Commercial Directorate
Great Minster House
Horseferry Road
London SW1P 4DR

x.x@dft.gov.uk

XX

NRG Management Consultancy
10 Belmont Road
Twickenham
TW2 5DA
Email: x@consult-nrg.co.uk

Contract Agreement Number: TET110129

14 June 2022

Dear X,

Contract reference number TET110129 SAF Advisor:

1. On behalf of the Secretary of State for Transport, I note your acceptance of the specification dated 08/06/2022 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department;
 - I. Statement of Requirements sent on 8/06/22
 - II. Your acceptance of that specification and cost proposal dated 8/06/22
 - III. The DfT short form terms and conditions of contract, embedded in this document
2. The Contract will begin on 13th June 2022 and will finish by 30th September 2022. The Contract value is based on an hourly rate of **£110**. Work will be requested by DfT in hourly blocks, up to and including complete days. The maximum contract value will be **£30, 000**. The overall value of the contract cannot be exceeded without written approval from the commercial team.
3. This contract will be awarded for a maximum period of six months.
4. xx, x.x@dft.gov.uk, is the project manager.
5. Suppliers must normally be in possession of a written purchase order (PO), before commencing any work under this contract, however we recognise that in this case operational necessity means that work must begin on 13th June and should proceed regardless of whether you are in possession of a purchase order or not. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

ssa.invoice@sharedservicesarvato.co.uk

Accounts Payable,

**Shared Services arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA**

6. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Yours sincerely,

Signature

XX

Commercial Relationship Management Lead



DfT Short form
T&Cs.doc