



Department for Transport

Business Disability Forum

Dowgate Hill House

14-16 Dowgate Hill

London

EC4R 2SU

FAO [REDACTED]

SENT ELECTRONICALLY

[REDACTED]
Commercial Manager
Department for Transport
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P [REDACTED]

[REDACTED] 07977 435445

Email: [REDACTED]@dft.gov.uk

Web site: www.dft.gov.uk

Monday, 13 January 2025

CONTRACT AWARD NOTICE

Dear [REDACTED]

DfT Reference: TRHR3318

Contract Title: Business Disability Forum Partnership Membership 2025.

1. On behalf of the Secretary of State for Transport, this formal notice is confirmation that we have received a signed Schedule 1 Contract Order form, dated 23/12/2024 (Annex 1), therefore, the formal award process is now complete.
2. If you're not registered as a vendor on our payments system, we will be in touch with further instructions.
3. In line with our transparency requirements, a redacted copy of the Schedule 1 Order Form and this notice will be published on [Contracts Finder](#) within 30 days of 23/12/2024.
4. The fixed price for this contract is **£25,200.00.** excluding VAT.
5. The validity period of this contract is from 01/01/2025 till 31/12/2025.
6. 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:

Invoices to - SSa.invoice@Ubusinessservices.co.uk

While email is preferable, if you need to send documents by post, you should send to:

Unity Business Services (UBS)

5 Sandringham Park

Swansea Vale

Swansea

SA7 0EA

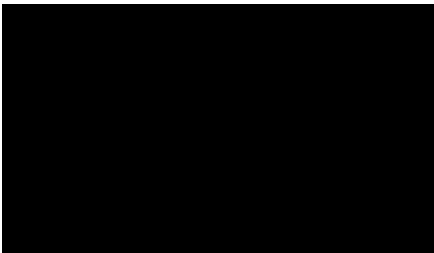
Should you have any issues relating to invoices or payment and need to contact the Unity Business Services (UBS) support desk, you can email them at support@Ubusinessservices.co.uk or the telephone number is 0344 892 0343.

The Contract Manager for this contract is [REDACTED],
[REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk).

This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Please confirm receipt via email, to [REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk).

Yours sincerely,

A large black rectangular box redacting the signature of the DfT Commercial Manager.

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

Annex 1

Schedule 1 Contract Order Form & Terms and Conditions (signed)



TRHR3318 - Signed
Award.pdf