



Department
for Transport

[REDACTED]

[REDACTED]

Group Commercial Directorate
One Priory Square,
Hastings,
East Sussex
TN34 1EA

[REDACTED]

Web site: www.dft.gov.uk

Corporate Travel Management (North)
Ltd
Shire House
Humboldt Street
Bradford
BD1 5HQ
FAO: [REDACTED]

16 February 2023

Dear [REDACTED]

DfT Contract ref: TCA 3-7-1350

The Provision of DfT Group Travel Management Service

On behalf of the Secretary of State for Transport, I write to advise you that it is the department's intention to award the above mentioned contract to your organisation under the terms and conditions of the Travel and Venue Solutions framework (RM6217).

This letter and documents listed below form a binding contract between you and the Department for Transport.

1. The Terms and Conditions for RM6217 Travel and Venue Solutions
2. CTM Framework fees RM6217 Lot 2 Booking Solutions UK
3. The Department's specification



RM6217-Core-terms
(2).docx



Specification DfT
family Travel Manag

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The contract will commence on the day this letter is signed by Corporate Travel Management for a period of the 3 years with an option to extend for a further 1 year unless identified differently within the respective agency's Order Form. The service will commence on a day to be agreed between each individual DfT agency and CTM and identified in their respective Enabling Agreements. The organisations included in this contract are DfTc, DVLA, HS2, DVSA, MCA, NH, ORR, VCA, AAIB, MAIB, RAIB and BTP.

The Department's anticipated spend is £71,120,000 (excluding VAT) for the duration of the contract. To note, this is a pass-through cost and is not committed spend and is exclusively based on need across each of the Department's Executive Agencies and Arms-Length Bodies.

The payment mechanism the Department has opted to continue with is a monthly consolidated invoice with 30 day settlement terms. Invoices submitted to the Department and its Executive Agencies and Arms-Length Bodies identified above must be as agreed in the individual Enabling Agreements and sent to:

[REDACTED]

All individual agency contract managers for this contract have been identified in each Enabling Agreement.

Yours sincerely,

[REDACTED]

[REDACTED]

By authority of the Secretary of State for Transport