



Department for Transport

Bennett Workplace Solutions Limited

The Exchange
5 Bank Street
Bury
BL9 0DN

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

Thursday, 08 December 2022

CONTRACT AWARD NOTICE

Dear [REDACTED],

DfT Reference: TRHR3242

Title: Provision of Workstation Adjustments –Specialised Software & Support Provider

On behalf of the Secretary of State for Transport, this contract is awarded to Bennett Workplace Solutions Limited for the provision of Provision of Workstation Adjustments – Specialised Software & Support Provider.

The contract is to be let via the Department for Transport (DfT) short form terms of contract. The following documents constitute a binding agreement between you, the supplier, Bennett Workplace Solutions Limited and the Department for Transport (customer):

1. Schedule 1 Signed Order form, consisting of:
 - Contract terms and conditions
 - Scope of requirement
 - Bidders tender submission (Technical and Commercial)

The firm approved cost for this contract is up to £120,000.00 (Exclusive of VAT) and is subject to DfT need.

The duration of this contract is for **12 months** and will run from **08/12/2022** to **08/12/2023**.

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**

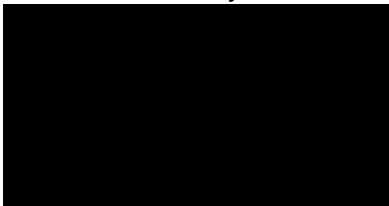
SA7 0EA.

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](mailto:[REDACTED]@dft.gov.uk)

Please acknowledge receipt of this letter within 5 business days of the letter issue date (08/12/2022).

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