



Department
for Transport

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26th September 2016

PPRO 04/049/059– Leadership Training Course (TOLP 10)

I refer to your proposal, dated 26 September 2016, sent to [REDACTED] of the Group Communications Team at the Department for Transport.

On behalf of the Secretary of State for Transport I am writing to accept your quotation received 26/09/16 in relation to providing the Leadership Training Course (TOLP 10) on 8 November 2016. This letter and the documents listed below form a binding contract between you and this Department.

- Your quotation for the Leadership Training (TOLP 10) (received 26/09/16) (Attached).

The Project Sponsor [REDACTED] will be the point of contact for the duration of this contract.

The training will take place on 08/11/16 as per the agreement.

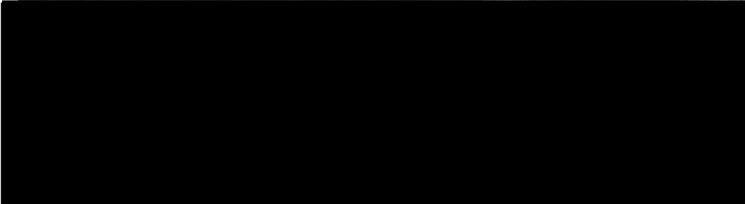
The Firm Price for the work will be £15,800 (pounds sterling) excluding VAT. This amount is not to be exceeded without the Department's prior permission in writing.

You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the **Purchase Order to:**

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

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

If you are content to enter into a binding contract please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.


Position <u>Director</u>
Date: <u>Oct 31st 2016</u>

Yours sincerely



By authority of the Secretary of State for Transport

