



Department for Transport

██████████ at Iris Consulting

By email ██████████ [@irisconsulting.co.uk](mailto:██████████@irisconsulting.co.uk)

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Commercial Associate
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Group Commercial Directorate
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Web Site: www.dft.gov.uk

Our Ref: PPRO 04/033/024

23/03/2018

Dear John,

Contract Number PPRO 04/033/024 Concessionary Travel Appeals Decision Maker

1. I refer to your recent discussions with ██████████ at the Department for Transport, in respect of the Concessionary Travel Appeals Decision Maker requirement.
2. On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department.
 - (i) The Department's specification, issued 14 February 2018.
 - (ii) Department for Transport purchase order terms and conditions at <https://www.gov.uk/government/publications/purchase-order-conditions-of-contract>
 - (iii) Your proposal, received 23 February 2018.
3. The contract will be commencing on 23 March 2018, ending on 31 March 2020.
4. The minimum price for this contract will be £0.00 and the maximum price will be **£10,000.00** ex VAT. This amount is not to be exceeded without the Department's prior permission in writing.
5. The value of this contract will vary depending on the number and complexity of appeals received. The Department is unable to predict with any certainty this number. Note that if no appeals are received, no payment will be made. Payment will be made per appeal, as outlined in the Department's specification, and in line with the quotation made in your proposal.
6. Upon receiving appeals, the Department will then allocate work to you. You will then 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,
DfT Shared Service Centre,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.**

Or via email to SSa.invoice@sharedservicesarvato.co.uk

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

7. Please acknowledge receipt of this letter. You may contact the Contract Manager, [REDACTED] at [REDACTED]@dfi@dft.gsi.gov.uk or by phone on [REDACTED] to discuss any matters relating to the commencement of the Contract.

Yours sincerely



By authority of the Secretary of State for Transport

Signed:.....
Name:.....
Date:.....