



## Department for Transport

XX  
Department for Transport  
Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR  
Direct Line: XX  
Email: XX  
Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

Road Safety Foundation  
Bracknell Enterprise and Innovation Hub,  
Ocean House, The Ring,  
Bracknell,  
Berkshire, RG12 1AX  
Email: XX

Ref: TRST3007

19 October 2022

Dear XX,

### Re: TRST3007 Provision of IRAP Phase 3

On behalf of the Secretary of State for transport I am pleased to confirm award of the above contract.

1. The documents listed below form a binding contract between you and this Department.
  - (i) The publication of our Statement of Requirements, forming the request for proposal sent to you on 10<sup>th</sup> October 2022.
  - (ii) Department for Transport general contract terms and conditions for services below £5m, copy of which is embedded in this document

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- (iii) Your proposal and documents submitted in response to our Invitation to Tender dated 13<sup>th</sup> October 2022.
2. The contract will commence on **19<sup>th</sup> October 2022**, for a period of three (3) years ending on **18<sup>th</sup> October 2025**.
3. The firm Contract price will be up to a maximum of **£999,939** excluding VAT for the Term. This amount is not to be exceeded without the Department's prior permission in writing. For the avoidance of doubt, it is agreed that the Department will pay the above price in two equal instalments of **£499,969.50** over the next two (2) fiscal years as follows:

On receipt of a valid Invoice referencing a Purchase Order, **£499,969.50** shall be paid within the **2022-23 fiscal year** and **£499,969.50** shall be paid within the **2023-24 fiscal year** using standard payment terms of 30 days net.

**For the avoidance of doubt, this payment mechanism wording is to replace Clause C2.1 in the terms and conditions.**

3. Invoices shall be submitted via post:

Shared Services arvato  
Sandringham Park  
Swansea Vale  
Swansea  
SA7 0EA

Or Via email: [SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

4. Please sign a copy of this letter to confirm your acceptance of the contents and return to XX

You may contact the Contract Manager, XX, to discuss any matters relating to the commencement of the Contract.

Yours sincerely

XX

XX, Commercial Relationship Manager  
**by authority of the Secretary of State for Transport**

Signed: XX.....

Name...XX.....

Position XX.....

Date:...19<sup>th</sup> October 2022.....