



Department for Transport

Commercial Relationship Manager
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Email: [REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

Web site: www.dft.gov.uk

Monday, 26 June 2023

Chartered Institute for Personnel & Development (CIPD)

FAO: [REDACTED]
[REDACTED] [@cipd.co.uk](mailto:[REDACTED]@cipd.co.uk)

Sent Electronically

Dear CIPD,

TRHR3274 - DfT CIPD Membership Renewals 2023/24

1. On behalf of the Secretary of State for Transport, this contract is awarded to the **Chartered Institute for Personnel & Development (CIPD)**. This letter and the documents listed below form a binding contract between you and this Department:
 - Signed Schedule 1 - Contract Order form, incorporating the Department for Transport's Short-form conditions of contract;
 - GDPR Schedule of Processing (Annex A to the order form).
2. The maximum value for this Contract is **£20,000** excluding VAT.
3. This contract is valid for **12 months (1 year)** and will run from the **01/07/2023** to **31/06/2024**.
4. 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:

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

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

If you, the supplier, **Chartered Institute for Personnel & Development (CIPD)** are content to enter a binding contract with the Department for Transport (DfT), 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.

Signed: [REDACTED]

Name [REDACTED]

Position Central Administrator

Date: 26/06/2023

Yours sincerely,

[REDACTED]

Costaki Costi MCIPS
Commercial Relationship Manager
By authority of the Secretary of State for Transport