



Department
for Transport

FAO: [REDACTED]

[REDACTED]
Department for Transport
Group Commercial Directorate
Great Minster House
Horseferry Road
London
SW1P 4DR

Dear Sirs,

28 February 2020

TROO0212- Delivery of Change Courses for Rail Group: CONTRACT AWARD

1. On behalf of the Secretary of State for Transport, I accept your invoices you submitted from 23rd December 2019 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department;

Your quotes titled:

- I. DfT_Quote_Creasting the Curve
 - II. MindGym Quote – Building Belief – 05.02.20
 - III. Quote – Building Belief
 - IV. Purchase order conditions of Contract, **25th May 2018 as found on:** <https://www.gov.uk/government/publications/purchase-order-conditions-of-contract>
2. The operative period of the Contract will commence on the date of this letter and will operate until 30th March 2020.
 3. The **Firm Price** for the Contract is **£18,850**, exclusive of Value Added Tax.
 4. Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

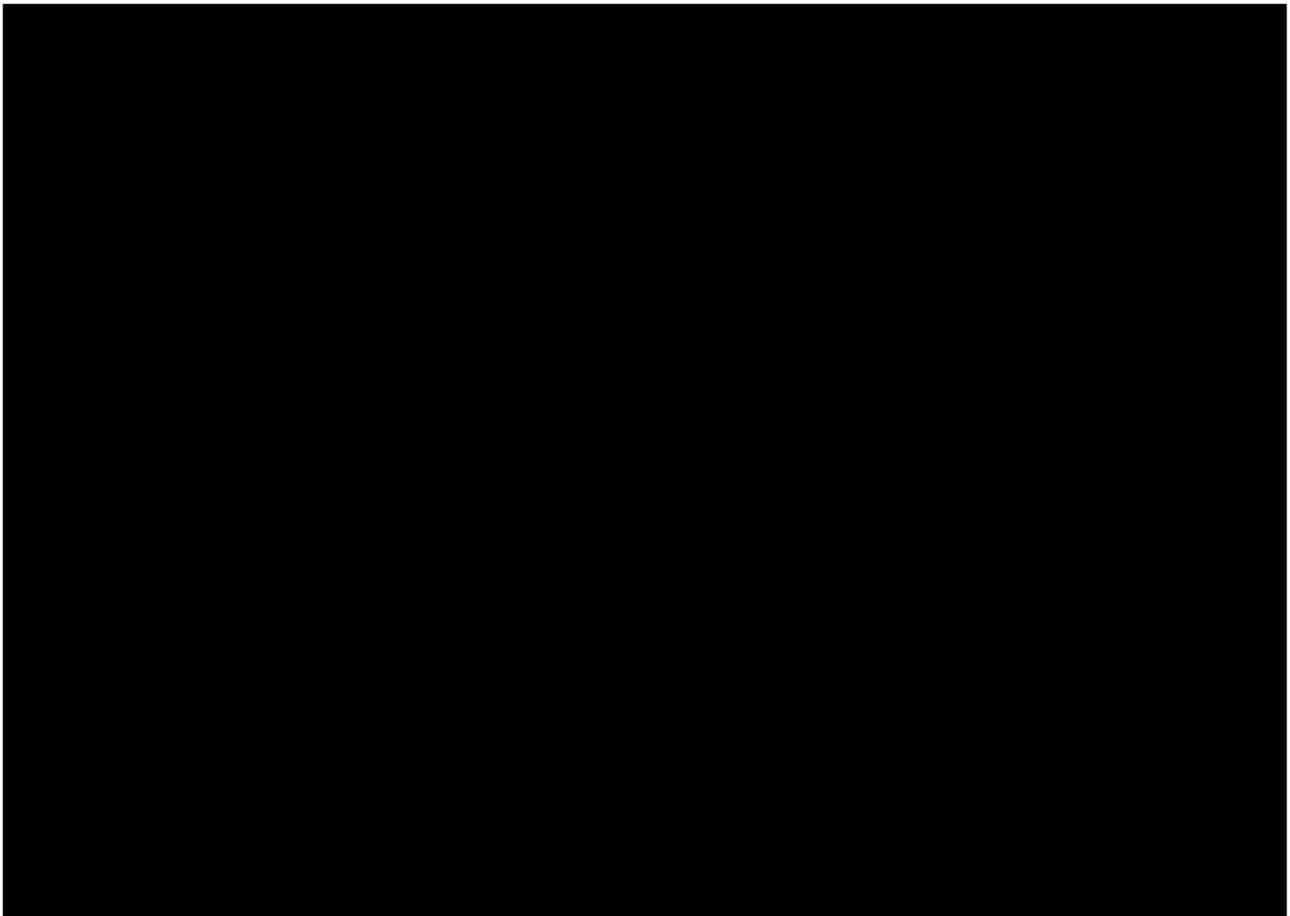
***Accounts Payable,
Shared Services arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA***
 5. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

6. Please acknowledge receipt of this letter. The business area within the Department for Transport will contact you shortly to arrange commencement of the work.

Yours sincerely,

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by authority of the Secretary of State for Transport

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