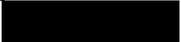


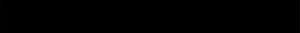


Schedule 1 - Contract including draft Order Form and Contract Conditions

1. Contract Reference	TRHR3358C
2. Date	02/02/26
3. Buyer	Department for Transport Great Minster House 33 Horseferry Road, London, SW1P 4DR
4. Supplier	Business Disability Forum Dowgate Hill House, 14-16 Dowgate Hill, London, EC4R 2SU
5. The Contract	The Supplier shall supply the deliverables described below on the terms set out in this Order Form. Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions. In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail. Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.
6. Deliverables	Services Business Disability Forum Partnership renewal the period of 01/01/2026 – 31/12/2026. Full partnership benefits as per www.businessdisabilityforum.org.uk .
7. Specification	NA - Business Disability Forum Partnership renewal the period of 01/01/2026 – 31/12/2026
8. Term	01/01/2026 – 31/12/2026
9. Charges	The Charges for the Deliverables shall be as set out as per below: Fixed Cost of £25,800.00 including VAT (£21,500.00 excluding VAT).
10. Payment	Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. The Purchase Order Number for this contract is: [PO Number] . You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

	<p>SSa.invoice@Ubusinessservices.co.uk</p> <p>While email is preferable, if you need to send documents by post, you should send to:</p> <p>Unity Business Services (UBS) 5 Sandringham Park Swansea Vale Swansea SA7 0EA</p> <p>Should you have any issues relating to invoices or payment and need to contact the Unity Business Services (UBS) support desk, you can email them at support@Ubusinessservices.co.uk or the telephone number is 0344 892 0343</p>	
<p>11. Buyer Authorised Representative(s)</p>	<p>For general liaison your contact will continue to be</p> <p>[REDACTED] Employee Experience Partner Email: [REDACTED]@dft.gov.uk Contact No. [REDACTED]</p> <p>or, in their absence, The Culture & Capability Team Email: CultureandWellbeing@dft.gov.uk</p>	
<p>12. Address notices for</p>	<p>Buyer:</p> <p>[REDACTED] Employee Experience Partner</p> <p>The Colmore Building, 20 Colmore Circus Queensway Birmingham B4 6AT</p> <p>E: [REDACTED]@dft.gov.uk M: [REDACTED]</p>	<p>Supplier:</p> <p>Business Disability Forum Dowgate Hill House, 14-16 Dowgate Hill London EC4R 2SU</p> <p>Attention: [REDACTED] [REDACTED]@businessdisabilitforum.org.uk</p>
<p>13. Key Personnel</p>	<p>Buyer:</p>	<p>Supplier:</p>

	<p>  Employee Experience Partner The Colmore Building, 20 Colmore Circus Queensway Birmingham B4 6AT </p> <p> Business Disability Forum Dowgate Hill House 14-16 Dowgate Hill London EC4R 2SU </p> <p> Attention:  @businessdisabilityforum.org.uk </p> <p> E: @dft.gov.uk M:  </p> <p> -----  Commercial Manager </p> <p> E: @dft.gov.uk M:  </p>
<p>14.Procedures and Policies</p>	<p>NA</p>

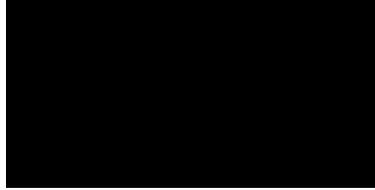
<p>Signed for and on behalf of the Supplier</p>	<p>Signed for and on behalf of the Buyer (<i>on behalf of the Secretary of State for Transport</i>)</p>
<p>Name:  Finance Director</p>	<p>Name:  DfT Commercial Manager</p>
<p>Date: 2/2/26</p>	<p>Date: 2/2/26</p>

OFFICIAL

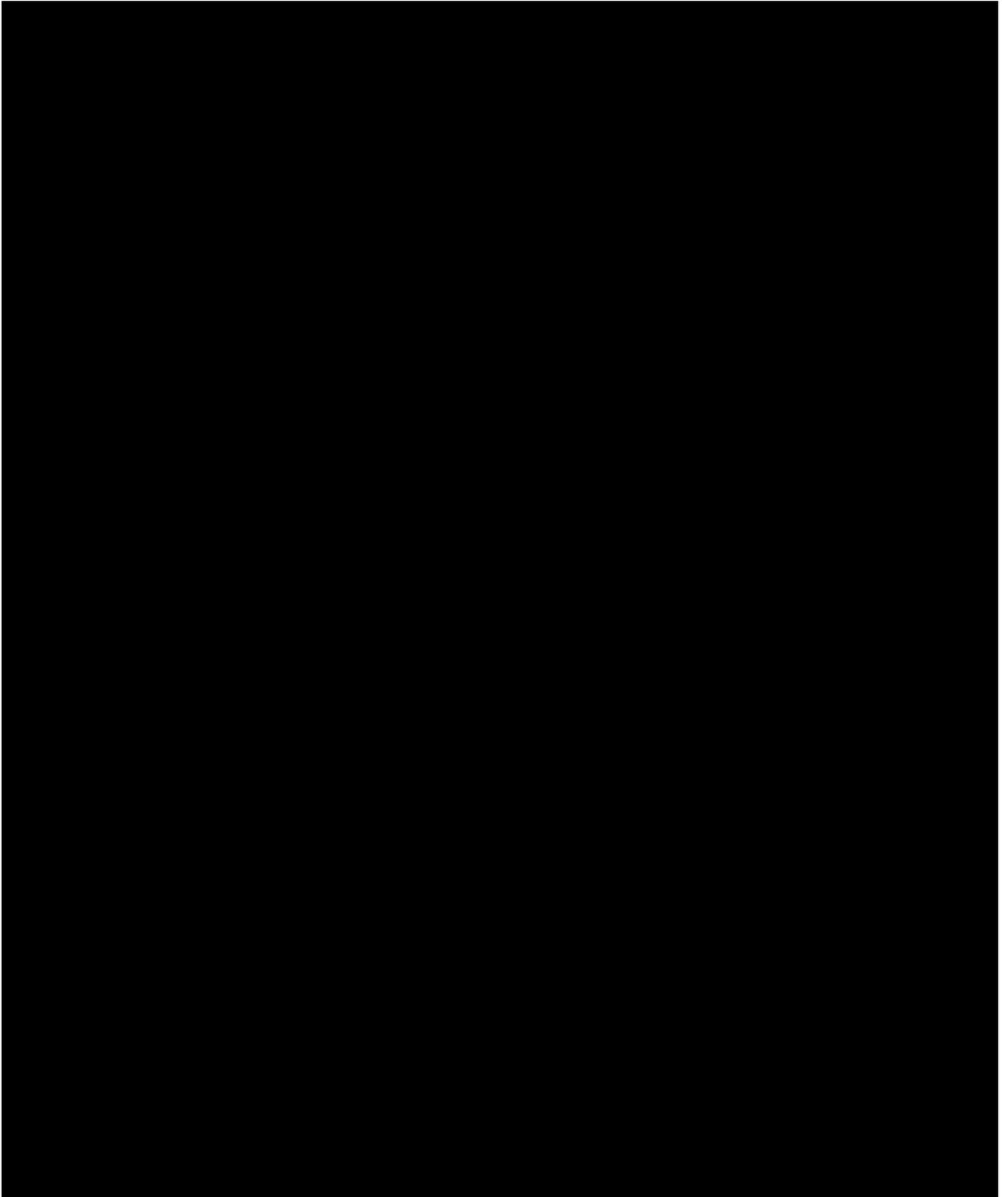
Signature:



Signature:



Annex 3 – Charges



Contract Terms.

It is agreed that this contract will be subject to the Business Disability Forums Terms and Conditions of Business.



BDF - Terms &
Conditions.docx