



Department
for Transport

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

Web site: www.dft.gov.uk

Friday, 18 July 2025

Chartered Institute for Personnel & Development (CIPD)
MemAdmin@cipd.co.uk

Sent Electronically

Dear CIPD,

CONTRACT DETAILS NOTICE

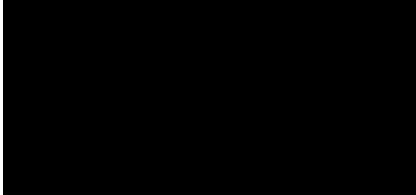

TRHR3330 DfTc Provision of CIPD Membership 2025/26

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.
2. The maximum value for this Contract is **£20,000.00** excluding VAT.
3. This contract is valid for **12 months (1 year)** and will run from the **01/07/2025** to **30/06/2026**.
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 SSa.invoice@Ubusinessservices.co.uk
5. While email is preferable, if you need to send documents by post, you should send them to:

Unity Business Services (UBS)
5 Sandringham Park
Swansea Vale
Swansea
SA7 0EA
6. 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]
[REDACTED] – email: [REDACTED]@dft.gov.uk

This letter (including the documents referred to in it) the binding contract between the Chartered Institute for Personnel & Development (CIPD) and the Department for Transport.

Yours sincerely,

A large black rectangular redaction box covering the signature of the Commercial Relationship Manager.A black rectangular redaction box covering the name of the Commercial Relationship Manager.

Commercial Relationship Manager

By authority of the Secretary of State for Transport