



## Department for Transport

### Connected Places Catapult

Urban Innovation Centre  
One Skeforde Street  
London  
EC1R 0BE

FAO [REDACTED]

\*SENT ELECTRONICALLY\*

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

Web site: [www.dft.gov.uk](http://www.dft.gov.uk)

**Tuesday, 09 September 2025**

### CONTRACT DETAILS NOTICE

Dear [REDACTED],

DfT Reference: TPPD3014

Contract Title: Department for Transport Provision of i3P Membership (2025/26)

1. On behalf of the Secretary of State for Transport, this formal notice is confirmation that we have received a signed Schedule 1 Contract Order form, dated 26/08/2025 (Annex 1), therefore, the formal award process is now complete.
2. If you're not registered as a vendor on our payments system, we will be in touch with further instructions.
3. In line with our transparency requirements, a redacted copy of the Schedule 1 Order Form and this notice will be published on [Contracts Finder](#) within 30 days of 26/08/2025.
4. The anticipated spend for this contract is inline with your pricing submission of **£30,000.00**, excluding VAT.
5. The validity period of this contract is from the last signature date of the Scheule 1 – Ordfer Form (26/08/2025) till 31/03/2026, with no extension options.
6. 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:

Invoices to - [SSa.invoice@Ubusinessservices.co.uk](mailto:SSa.invoice@Ubusinessservices.co.uk)

While email is preferable, if you need to send documents by post, you should send to:

Unity Business Services (UBS)  
5 Sandringham Park  
Swansea Vale  
Swansea  
SA7 0EA

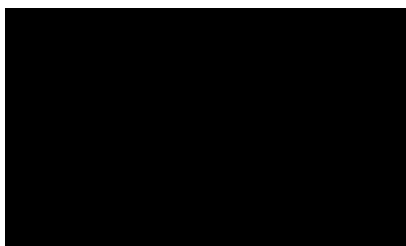
Should you have any issues relating to invoices or payment and need to contact the Unity Business Services (UBS) support desk, you can email them at [support@Ubusinessservices.co.uk](mailto:support@Ubusinessservices.co.uk) or the telephone number is 0344 892 0343.

The Contract Manager for this contract is [REDACTED], [REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk).

This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Please confirm receipt via email, to [REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk).

Yours sincerely,

A large black rectangular box redacting the signature of the DfT Commercial Manager.

[REDACTED]  
**DfT Commercial Manager**  
**Group Commercial Directorate**  
**By authority of the Secretary of State for Transport**

## **Annex 1**

### **Schedule 1 Contract Order Form & Terms and Conditions**

