



Department for Transport

Chartered Institute of Procurement and Supply (CIPS)

Easton House
Easton on the Hill
Samford, Lincs
PE9 3NZ
UNITED KINGDOM
[REDACTED]@cips.org

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

Thursday, 09 October 2025

CONTRACT DETAILS NOTICE

Dear [REDACTED],

DfT Reference: TRGC3092

Contract Title: Provision of CIPS Syndicated Advanced Practitioner Award

1. On behalf of the Secretary of State for Transport, and pursuant to the duly signed Schedule 1 Contract Order Form, this contract is hereby awarded to the Chartered Institute of Procurement and Supply (CIPS) for the provision of the CIPS Syndicated Advanced Practitioner Award.
2. The fixed price for this contract is £25,200.00 excluding VAT (£30,240.00 including VAT). A detailed price breakdown is included in Annex 1.
3. The validity period of this contract is from 01/10/2025 till 01/07/2027.
4. This contract is to be let via the Department for Transport's (DfT) below threshold terms of contract (with a duly executed Schedule 1 appended below for reference – dated 24/09/2025).
5. 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

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 or the telephone number is 0344 892 0343.

The Contract Lead (key customer contact) for this contract is [REDACTED]
[REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk).

Yours sincerely,

[REDACTED]

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

Appendix 1 – Signed Order Form



