



Department for Transport

UK Chamber of Shipping

By email

██████████
LEAD COMMERCIAL RELATIONSHIP MANAGER
GROUP COMMERCIAL SERVICES
DEPARTMENT FOR TRANSPORT
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UNITED KINGDOM

DIRECT LINE: ██████████

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24th July 2017

Dear ██████████

Acceptance of Quotation for PPRO 04/10/10 – Seafarer Statistics Data Collection

1. On behalf of the Secretary of State for Transport, I accept your tender dated **19th July** for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

- (i) Form of Tender - Services
- (ii) General Conditions of Contract for Services General Conditions of Contract for Services dated 8th September 2015 as found at <https://www.gov.uk/government/publications/general-conditions-of-contract-for-services>
- (iii) Statement of Requirement
- (iv) Tender dated 19th July 2017 (and any amendments to it agreed in writing) including the completed Price Schedule
- (v) Schedule of any information I/we wish to be kept confidential for a given period
- (vi) Travel and Subsistence Annex

and for the avoidance of doubt

- (vii) Invitation to tender letter
- (viii) Instructions for Tenderers

1. The operative period of the Contract will commence on 24th July 2017 and all work is scheduled to be completed by 15th December 2017.

2. The Approved Maximum Cost for the Contract is £39,920 plus an amount to be agreed but not to exceed £2,500 in respect of the proposed charitable donation. Approved Travel and Subsistence expenses may be claimed up to a maximum of £800. All exclusive of Value Added Tax.
3. 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 will be issued shortly and the PO number issued must be quoted on all invoices. Invoices must be submitted directly to:

████████████████████
██
██
██
██
██

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

4. To assist the payment process please provide, ahead of submission of your valid claim for payment, supporting information including timesheets, receipts and measured progress against the objectives of the Contract together with a draft invoice.
5. Please acknowledge receipt of this letter **and** contact the Contract Manager ██████████ ██████████ on telephone number ██████████ or at ██████████ to discuss arrangements for commencement of the Contract.

Yours sincerely
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████████████████████ – Lead Commercial Relationship Manager
by authority of the Secretary of State for Transport