



# Department for Transport

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24<sup>th</sup> March 2015

Dear

## **CONSULTANCY SUPPORT-IM OPTIONS REVIEW CONTRACT NUMBER PPRO 04/98/04**

I refer to the above-mentioned requirement, to our ITT dated 21<sup>st</sup> November 2014, your tender received on the 9<sup>th</sup> December and to my email dated 23 February 2015 regarding the delay in evaluating the proposals received. I am pleased to advise that these evaluations have now been concluded and a decision made to award the contract to your Company.

This letter forms a binding contract between the Secretary of State and Inform Consult Ltd to provide Consultancy Support as agreed in the documentation listed below:

- (i) The documents enclosed with ITT dated 21<sup>st</sup> November 2014;
- (ii) Your tender received on 9<sup>th</sup> December 2015;
- (iii) My clarification email of the 16<sup>th</sup> March and the reply from dated 17<sup>th</sup> March 2015 regarding validity of tender & travel.
- (iv) The DfT, General Terms and Conditions for Services (dated 12<sup>th</sup> February 2014), as referred to in the Form of Tender enclosed with our ITT documentation issued on the 21<sup>st</sup> November 2014

**Contact:** The main contact for this contract shall be , ISD, DfT, Great Minster House, 33 Horseferry Road, LONDON SW1P 4DR. or by email: @dft.gsi.gov.uk t Please contact to initiate the processes.

**Effective Date:** The Effective Date will be from the date of this letter and completion of the works by 30 June 2015, with a contingency of a further 1 month until 31<sup>st</sup> July 2015 should it be required and, only, subject to the agreement and approval of the Project Manager in writing before the completion date has expired.

**The charges for the service** shall be as set out in your tender received on the 9<sup>th</sup> December 2014, at a daily rate of £800.00 for up to 23 man-days and an aggregate cost of £18,400.00. All rates shown are exclusive of VAT.

**Acceptance** shall be on the basis that the Authority's Representatives are satisfied that the Services have been carried out satisfactorily.

Your **invoices** should be submitted to the Daft Shared Services Centre, Finance & Procurement, 5, Sandringham Park, Swansea Vale, SWANSEA SA7 OEA. [REDACTED] will shortly advise you of the Purchase Order reference number, it is important that this reference is referred to on the invoices submitted to enable quick payment.

Any variation to the above shall not be without the written agreement of the Authority. If you have any queries regarding this order please contact me.

Kindly acknowledge receipt of this order by either email or telephone to me [REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED] [REDACTED]  
**Business Partner**  
**For and on behalf of the Secretary of State for Transport**