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Ministry  
of Justice

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05.08.16

Dear Nicholas,

<b>Project</b>	Disposal Services at HMP Holloway
<b>Purchase Order No.</b>	3966901

Thank you for your Tender dated 27<sup>th</sup> June 2016 for the above mentioned Project. We are pleased to appoint GVA under the **PROPERTY PANEL, OJEU Ref 2013/S 235-408288, APPOINTMENT OF CONSULTANT – INSTRUCTION**, MoJ reference - **MoJ#prj111**. This appointment is a call-off of Optional Services under this instruction as per the Services required by this Order are as set out in the **ITT\_397 - HMP Holloway Disposal Services**.

The Professional Service Provider Fees for the proper performance of the Services in accordance with this Order, excluding VAT, total **£25,500** for Stage 1 of the works. The Fees shall be inclusive of all costs, expenses and overheads of every kind incurred by you in connection with the Services provided under this Order. The agreed figure is therefore set as the budget limit and must not be exceeded. Additional Fees may only be agreed for “Additional Services” undertaken against this Order. Additional Services must be notified and approved in writing by the Senior Project Sponsor, in accordance with Commercial and Contract Management Directorate procedures in order that they may be charged against this Order.

The Fees for Stage 2 of this appointment will be agreed with the Professional Service Provider upon the agreement of the disposal route which will be subject to the completion of Stage 1 but will be in line with the Professional Service Provider’s response to ITT\_397 - HMP Holloway Disposal Services.

Yours faithfully

Laura Cassidy  
Senior Commercial Manager

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