



Department
for Transport

██████████@[df.gov.uk](mailto:██████████@df.gov.uk)

Department for Transport
Group Commercial Directorate
Great Minster House
Horseferry Road
London SW1P 4DR

Contract Agreement Number: **TISEM0004**

26 March 2019

██████████
Nuway Audio Visual Limited

Sent via email

██████████@[nuway.co.uk](mailto:██████████@nuway.co.uk)

Dear ██████████

TISEM0004 IMO PAVA WORKS – CONTRACT AWARD

1. Further to my letter dated 12 March 2019, on behalf of the Secretary of State for Transport, I am writing to accept your quote for Nuway Audio Visual Limited to undertake the Public Address and Voice Announcement (PAVA) works at the International Maritime Organization building at 4 Albert Embankment, London.
2. The form of contract to be let is under NEC4 Engineering and Construction Short Contract and will have an operative period for the duration of the works. The specific dates for these works will be agreed at the Project Pre-Start Meeting.
3. The scope of the works was detailed in the ITT issued by DfT 7 January 2019 and confirmed by your quote dated 13 March 2018.
4. The Firm Price for this Contract is **£22,863.50** exclusive of VAT. This includes the provision for out of hours working.
5. You will be issued with a Purchase Order number for this contract which must be quoted on all invoices. An electronic copy of the invoice should be submitted to the Contract Manager ██████████@[mcga.gov.uk](mailto:██████████@mcga.gov.uk) for approval. Once approval is received a hard copy of the invoice must be sent to:

Accounts Payable,
Shared Services arvato,
5 Sandringham Park,
Swansea Vale,
Swansea, SA7 0EA

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

7. Please sign and return a duplicate of this letter [REDACTED] [REDACTED] [REDACTED] [REDACTED] to confirm your availability for the Pre-Start Meeting.
8. Please also confirm on company headed paper the details below to enable your company to be set up on DfT's Shared Services system for the issue of a PO and invoicing.

Vendor Details

- Full Legal Title of your company (please include any trading as style names)
- Full address your company is registered at
- Telephone and fax numbers
- Contact Person's name
- Email address for remittance advice notices
- Companies House registration number (if applicable)
- VAT Registration Number
- DUNS Number

Bank Details

- Sort Code and Bank Account Number
- Account Name
- IBAN
- BIC or Swift
- Payment Terms

Construction Industry Tax Deduction Scheme (CITDS) (if your company is participating)

- Company Name
- Company Unique Taxpayer Reference (UTR)
- Company Registration Number

[REDACTED]

[REDACTED]

[REDACTED], Commercial Relationship Manager,
by authority of the Secretary of State for Transport