



Department for Transport

Department of Civil, Environmental and
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University College London
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Lead Commercial Relationship Manager
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Wednesday, 18 April 2018

Dear Sirs,

DfT Contract Number PPRO 04/89/05 – Deep Port Redevelopment

I refer to the above mentioned contract. I am writing to accept your proposal of your tender headed "Deep Port Redevelopment", sent on Monday 19th March 2018. This letter and the documents listed below form a binding contract between you and this Department.

- Deep Port Redevelopment – Proposal dated Monday 19th March 2018
- Department for Transport Standard Terms and Conditions Services (attached).

The Project Sponsor, ██████████ will be in touch with yourself with details of the project. The start date for this contract was Monday 5th March 2018. The contract will last for 3 years as detailed in your proposal.

The approved maximum cost for the work will be £150,000 (exclusive of VAT) for 3 years of work with £50,000 paid per annum. This amount is not to be exceeded without the Department's prior permission in writing.

This requirement has been assessed via the [HMRC 'Employment Status for Tax' tool](#) and the status confirmed as out of scope of the [Intermediaries Legislation \(IR35\)](#). **Please note:** The status of the requirement is subject to change – further assessments may be undertaken periodically by the Contract Manager or if it is found that changes have been made to how this service is performed then a further assessment may again be required.

You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

**Accounts Payable,
Shared Services Arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.**

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

Please acknowledge receipt of this letter. You may contact the Contract Manager, ██████████ by email ██████████@dft.gsi.gov.uk or by phone 07884 390878, to discuss any matters relating to the Contract.

If you are content to enter into a binding contract please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Signed: [REDACTED].....
Name: [REDACTED]
Position LECTURER, UCL.....
Date: 18/04/2018.....

Yours sincerely,

[REDACTED]

[REDACTED] (MCIPS)
By authority of the Secretary of State for Transport