



Department  
for Transport

[REDACTED]

Capital Roofing Co Ltd  
Capital House  
193 Westcombe Hill  
London  
SE3 7EZ

[REDACTED]  
LEAD COMMERCIAL RELATIONSHIP MANAGER  
GROUP COMMERCIAL SERVICES  
DEPARTMENT FOR TRANSPORT  
GREAT MINSTER HOUSE  
33 HORSEFERRY ROAD  
LONDON  
SW1P 4DR  
UNITED KINGDOM

DIRECT LINE: [REDACTED]  
e-mail [REDACTED]

Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

10 August 2017

Dear [REDACTED]

**Re: 9<sup>th</sup> Floor Plantroom Re-waterproofing Works at the International Maritime Organization**

**Contract number: PPRO 04/090/020**

1. On behalf of the Secretary of State for Transport, I accept your quote (Quotation no: 18570) for Capital Roofing Co Limited to carry out the 9<sup>th</sup> Floor Plantroom Re-waterproofing Works at the IMO building at 4 Albert Embankment, London.
2. The contract is to be let under Conditions of Contract (NEC3 Engineering and Construction Short Contract April 2013) and will have an operative period to conduct the works from **21<sup>st</sup> August to the 1<sup>st</sup> September 2017** to prepare the surface and apply the 2K-PUR Kemper System. Please note that these dates are subject to approval by the Contract Manager (Simon Guild, of F&G Limited)
3. The Firm Price for this Contract is £14,261.00 exclusive of VAT. This excludes the provision of weekend work and if needed this must be invoiced separately having been agreed in advance with the Contract Manager. I understand that your quote includes one day of out of hours work.
4. You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

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

5. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.
6. Please acknowledge receipt of this letter and contact the Contract Manager [REDACTED] to discuss arrangements for the commencement of the works.



by authority of the Secretary of State for Transport

I hereby confirm receipt of the above Letter of Engagement for the provision of the above contract (DfT Contract No: PPRO/04/090/020) in accordance with its terms.

Signed:

Date:

Name:

Status: