



Department  
for Transport

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

Contract Agreement Number: **TISEM0003**

21 December 2018

██████████  
██████████  
Servest Arthur McKay,  
Warehouse W, Western Gateway  
Royal Victoria Docks.  
London, E16 1BDJ

Dear ██████████,

### **TISEM0003 IMO Ceiling Works**

1. I am writing on behalf of the Secretary of State for Transport to accept your quote dated 13 November 2018 to carry ceiling works at the International Maritime Organization building at 4 Albert Embankment, London.
2. The contract is to be let under Conditions of Contract (NEC4 Engineering and Construction Short Contract) and you will need to speak with the Project Manager ██████████, of Faithful + Gould) to agree an operative period to conduct the works.
3. The scope of works is detailed in as per option 2 of your quote dated 13 November 2018.
4. The Firm Price for this contract is £10,846.57 exclusive of VAT.
5. You will be issued a Purchase Order number for this contract and will need to quote this number on all invoices. Invoices should first be electronically submitted for approval to ██████████. Once approval is provided, a hard copy of the invoice must be sent to:

arvato UK  
Accounts Payable  
5 Sandringham Park  
Swansea  
SA7 0EA

6. Invoiced 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 of engagement.

Yours sincerely

A solid black rectangular box redacting the signature of the Secretary of State for Transport.

,  
**by authority of the Secretary of State for Transport**

I hereby confirm receipt of the above letter for the Ceiling Works at the International Maritime Organization – DfT Contract No: TISEM0003

Signed:

Date:

Name:

Status: