



Department  
for Transport

Engie Services Limited  
IMO  
4 Albert Embankment  
London  
SE1 7SR

Department for Transport  
Group Commercial Services  
Commercial Associate  
2/29 Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR

Direct line:

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

2 March 2018

Dear ,

**Installation of LED Panels and Emergency Lighting in ground floor areas at the IMO  
– DfT Contract No: PPRO 004/090/0038**

1. On behalf of the Secretary of State for Transport, I am writing to accept your quote for Engie Services Limited to supply and install LED Panels and Emergency Lighting in ground floor areas at the International Maritime Organization 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 for the duration of the works. Please liaise with the Project Manager Simon Guild of F+G to arrange dates for the works.
3. The scope of the works is detailed in your quote (ref 4433).
4. The Firm Price for this Contract is **£11,252.03** exclusive of VAT. This includes the provision of weekend work over 3 weekends. Should further out of hours work be required, it must be agreed in advance with the Project Manager.
5. 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

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 of engagement.

Yours sincerely,

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by authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for the Installation of LED Panels and Emergency Lighting in ground floor areas at the IMO – DfT Contract No: PPRO 004/090/0038

Signed:

Date:

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Name:

Status: