



**Department
for Transport**

ILX Group PLC.
7th Floor
95 Aldwych
London
WC2B 4JF

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

Direct line: [REDACTED]
[REDACTED]

31 January 2018

Dear Sirs,

Acceptance of Quotation for PPRO 04/62/06 – Better Business Case Foundation

1. On behalf of the Secretary of State for Transport, I accept your quotation dated 29th January for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

- (i) Quote – dated 29th January 2018
- (ii) Short Form Terms and Conditions (attached)

The operative period of the Contract will take place on 26th February 2018 to 27th February and the second event of work is scheduled to be take place on 28th February 2018 and the Contract should be completed by 1st March 2018.

- 1. The Approved Maximum Cost for the Contract is £11,832 [exclusive of Value Added Tax.]
- 2. Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. The Purchase Order Number for this contract will be issued shortly and the PO number issued must be quoted on all invoices. Invoices must be submitted directly to:

**Accounts Payable,
Shared Services arvato,
5 Sandringham Park,
Swansea Vale,
Swansea**

SA7 0EA

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

3. To assist the payment process please provide, ahead of submission of your valid claim for payment, supporting information including timesheets, receipts and measured progress against the objectives of the Contract together with a draft invoice.
4. Please acknowledge receipt of this letter and contact the Contract Manager [redacted] on telephone number [redacted] or at [redacted] discuss arrangements for commencement of the Contract.

Yours sincerely

[redacted]

[redacted]

by authority of the Secretary of State for Transport

I hereby confirm receipt of the above Letter and the agreement of ILX Group PLC to provide the Contract Services as specified in the Letter in accordance with its terms.

Signed [redacted] Date: 31 / 1 / 18

Name: [redacted] Status: CUSTOMER ADVISOR
[redacted] PUBLIC SECTOR