



# Department for Transport

Ms [REDACTED]  
TWI Limited  
Bevan Braithwaite Building  
Granta Park  
Great Abington  
Cambridge  
CB21 6AL

[REDACTED]  
COMMERCIAL RELATIONSHIP MANAGER  
GROUP COMMERCIAL DIRECTORATE  
DEPARTMENT FOR TRANSPORT  
GREAT MINSTER HOUSE  
33 HORSEFERRY ROAD  
LONDON  
SW1P 4DR  
DIRECT LINE: [REDACTED]

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

27 March 2019

Dear [REDACTED]

## **Award of Contract: P4030014 – Research on Feasibility by Eddy Current Inspection of Aluminium Tanker Welds**

On behalf of the Secretary of State for Transport, I accept your proposal for the abovenamed commission. This letter and the documents listed below form a binding contract between you and the Department.

1. The DfT Terms and Conditions [as amended: see (4) below]
2. The Department's request for proposal dated 20<sup>th</sup> December 2018.
3. Your proposal under reference PROP305174 v1, dated 9<sup>th</sup> January 2019 in which the Department has chosen the optional deliverables of
  - a. WP002/02 Option B
  - b. WP002/03 Option A
  - c. WP002/04 Option B
  - d. WP002/07 Option B

The Department retains the option to be able to add WP002/04 Option A and/or WP002/07 Option A to this contract, if required.

4. And for the avoidance of doubt:
  - a. In respect to Clause G1, it is a legal requirement that organisations have Employers' Liability Insurance with a minimum cover level of £5million and the Department's current T&Cs reflect this.
  - b. In relation to Clause G1 the levels of insurance (excluding Employers' Liability) are usually £5m however in this instance, the Department is willing to be flexible on this aspect of the T&C's and agree that the limit will be twice the contract value.
  - c. The 'time of the essence' clause is associated with liability of up to £5 million which is the Departments standard liability level. See (a) above.

- d. Clause E7 states that DfT will own all intellectual property (IP) related to activities undertaken to deliver the proposed scope of work. To clarify this clause, any existing IP (i.e. background IP generated before the contract is agreed) will remain where it lies, therefore any IP that you bring to the contract will remain yours.
5. The Supplier is required to clarify which personnel will be responsible for each deliverable before work commences and also for addressing the risks identified in the bid proposal.
6. This contract will start from the 15<sup>th</sup> April 2019 and end on 31 March 2021, unless extended or terminated by the Department.
7. The Contract is awarded on the basis outlined in your proposal, at a maximum value of £100,000 exclusive of Value Added Tax. This is comprised of the estimated cost of £86,675 for the full potential technical programme and an additional estimated amount of £13,125 for external meetings. This value must not be exceeded without the written authority of the Department.
8. A written Purchase Order will be issued in due course. Invoices submitted to the Department must quote the Purchase Order number and must be submitted as directed to:

Accounts Payable  
DfT Shared Service Centre  
5 Sandringham Park  
Swansea Vale  
Swansea SA7 0EA

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

9. To assist the payment process, please provide 5 working days before submission of each invoice, a detailed statement of work undertaken in the payment period supported by timesheets and receipts for any disbursements or expenses.
10. Please acknowledge receipt of this letter and return a signed copy to me. The Project Lead, Sherri Davis on [REDACTED] [REDACTED]@df.gov.uk will be in contact to discuss arrangements for commencement of work under this contract.

Yours sincerely,

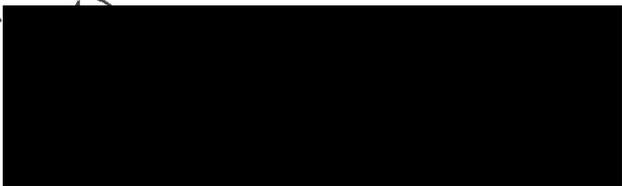


by authority of the Secretary of State for Transport



I hereby confirm receipt of the above Letter of Appointment and the agreement of TWI *Limited*  
~~Technology Centre~~ to provide the Contract Services as specified in the Letter of  
Appointment in accordance with its terms.

Signed:



Name:

Date: 28<sup>th</sup> March 2019.

P4030014 Award Letter draft