



Department for Transport

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Mott Macdonald

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Commercial Relationship Management
Lead

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

y@dft.gov.uk

Contract Agreement Number:
TRSS10177

26 January 2022

Dear xx,

TRSS10177 – Sevington Day 365 and Eastern Plot Technical Works:

1. On behalf of the Secretary of State for Transport, I am pleased to confirm award of this contract to work with the Department. This follows discussion between you and the Department. This letter and the documents listed below form a binding contract between you and this Department;
 - I. Our statement of requirements dated January 2022.
 - II. Your fee proposals titled Your fee proposals titled Sevington Day 365 Fee Estimate 2021 – 11-23 and Eastern Plot Fee Estimate 2021-11-23
 - III. The DfT terms and conditions of contract for services under £5m
2. The **Maximum Price** for the Contract is **£ 1,549,525.00** exclusive of Value Added Tax. This value cannot be exceeded without written approval from the commercial team.
3. The Contract will start on 1st March 2022 and ends on 31 March 2023.
4. xx, x@dft.gov.uk is the contract manager.
5. Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

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

Or via email to ssa.invoice@sharedservicesarvato.co.uk

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

Yours sincerely,

Signature

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Commercial Relationship Management Lead