



Department
for Transport

Stonegrove
Unit 3, Boyd Business Centre
Whitewall Road
Rochester
ME2 4DZ

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

Direct line:

@dft.gsi.gov.uk

Web site: www.dft.gov.uk

27 April 2018

Dear Sir,

Installation of a water leak detection system at the International Maritime Organization – DfT Contract No: PPRO 004/090/0036

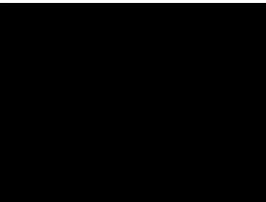
1. On behalf of the Secretary of State for Transport, I am writing to accept your quote dated 23 April 18, to install a water detection system in the roof tank room at the International Maritime Organization building at 4 Albert Embankment, London.
2. The contract is to be let under Conditions of Contract (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 Chris Barnard of Faithful + Gould to arrange dates for the works.
3. The scope of the works is detailed in your quote (ref QAM-00610A).
4. The Firm Price for this Contract is **£12,121** exclusive of VAT. Should 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,



by authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for the Installation of a water leak detection system at the International Maritime Organization – DfT Contract No: PPRO 004/090/00??

Signed: 

Date: 10-5-2018

Name: 

Status: Project Manager

Please also confirm the following details:

- 1) Full Legal Title of firm and any trading as style names if applicable:
- 2) Full address company is registered at
- 3) Companies House registration number if applicable
- 4) Telephone and fax numbers
- 5) Generic email address e.g. info@, finance@ or sales@
- 6) Contact name
- 7) VAT number – if applicable
- 8) Banking details – sort and account numbers and the name the payments need to be made payable to
- 9) IBAN and Swift banking details if known
- 10) Full name and address of bank where the account is held
- 11) Address of for remittances – if different from registered address

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