



**Maritime &  
Coastguard  
Agency**

\*Sent Electronically\*

CBRE Managed Services Limited

Senior Procurement & Contracts  
Business Partner  
Maritime & Coastguard Agency  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG  
Email: [REDACTED]

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

**Thursday, 20 February 2025**

Dear Kenney,

**TCA 3-7-1781 – Remedial works for water tank ladders**

1. On behalf of the Secretary of State for Transport, I am writing to accept your tender for CBRE Managed Services Limited to undertake the Remedial works for water tank ladders [REDACTED]
2. The form of contract to be let is under Conditions of Contract (NEC4 Short Form) as agreed in relation to contract TCA 3-7-1718.
3. The Firm Price for this Contract is **£14,639.89** exclusive of VAT.
4. You will be issued with a Purchase Order number for this contract which must be quoted on all invoices. The address to quote on the invoices is:  
[REDACTED]
5. An electronic copy of the invoice should be submitted to the Contract Manager [REDACTED]. Once approval is received the invoice can be submitted electronically to [REDACTED] for payment.
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 to [REDACTED]

Yours sincerely,

[REDACTED]

Senior Procurement & Contracts Business Partner  
Maritime & Coastguard Agency  
By authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for the Remedial works for water tank ladders [REDACTED]  
[REDACTED] (MCA Ref TCA 3-7-1781)

Signed: [REDACTED] .....

Name: [REDACTED] .....

Position Engineering Manager .....

Date: 20.02.2025 .....

# Short Contract

**A contract between**

Maritime and Coastguard Agency

**and**

CBRE Managed Services Limited

**for**

Under this contract, the contractor will undertake various works on a [REDACTED] project-by-project basis as required by the Maritime & Coastguard Agency. Definition provided on a project by project basis

Contract Forms

Contract Data

The Contractor's Offer and Client's Acceptance

Price List

Scope

Site Information

**Notes about the contract are printed in boxes like this one. They are not part of the contract.**

# Contract Data

## The *Client's* Contract Data

The *Client* is

Name

Address for communications

Address for electronic communications

The *works* are

The *site* is

The *starting date* is

The *completion date* is

The *delay damages* are  per day

The *period for reply* is  weeks

The *defects date* is  weeks after Completion

The *defect correction period* is  weeks

The *assessment day* is the  of each month

The *retention* is  %

The United Kingdom Housing Grants, Construction and Regeneration Act (1996) does not apply

The *Adjudicator* is

Name

Address for communications

Address for electronic communications

# Contract Data

## The *Client's* Contract Data

The interest rate on late payment is  % per complete week of delay.

Insert a rate only if a rate less than 0.5% per week of delay has been agreed.

The *Client* provides this insurance

N/A

Only enter details here if the *Client* is to provide insurance.

The minimum amount of cover for the third insurance stated in the Insurance Table is, for any one event

N/A

The minimum amount of cover for the fourth insurance stated in the Insurance Table is, for any one event

N/A

Is the *Contractor's* obligation for design to use the skill and care normally used by professionals designing works similar to the *works*? **Yes** (delete as applicable)

The *Contractor* provides the following insurance cover

| INSURANCE AGAINST   | MINIMUM AMOUNT OF COVER   | PERIOD FOLLOWING COMPLETION OR EARLIER TERMINATION |
|---|---|--|
| Liability of the <i>Contractor</i> for claims made against it arising out of its failure to use the skill and care normally used by professionals designing works similar to the <i>works</i> | £1,000,000 (one million pounds)                                 | 12 Years   |
|   | in respect of each claim, without limit to the number of claims |  |

Only enter details here if design is to be prepared by the *Contractor* using the skill and care normally used by professionals providing designs.

# Contract Data

## The *Client's* Contract Data

For any one event, the liability of the *Contractor* to the *Client* for loss of or damage to the *Client's* property is limited to

Refer to Z5

The Contractor's total liability to the Client which arises under or in connection with the contract is limited to

Refer to Z5

The *Adjudicator nominating body* is

The Royal Institute of Chartered Surveyors

The *tribunal* is

Adjudication

If the *tribunal* is arbitration, the arbitration procedure is

Royal Institute of Chartered Surveyors

The *conditions of contract* are the NEC4 Engineering and Construction Short Contract June 2017 (with amendments January 2023) and the following additional conditions

**Only enter details here if additional conditions are required.**

[illegible]

2. In addition to the requirements of clause 1.1 above, all Timber and wood-derived products

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

\_\_\_\_\_

[REDACTED]

[REDACTED]

\_\_\_\_\_

\_\_\_\_\_

# Contract Data

## The *Contractor's* Contract Data

The *Contractor* is

Name

Address for communications

Address for electronic  
communications

The *fee percentage* is

%

The *people rates* are

category of person

unit

rate

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

The *published list of Equipment* is

The *percentage for adjustment for Equipment* is

% (state plus

or minus)

# The *Contractor's* Offer and *Client's* Acceptance

The *Contractor* offers to Provide the Works in accordance with these *conditions of contract* for an amount to be determined in accordance with these *conditions of contract*.

The offered total of the Prices is

**Enter the total of the Prices from the Price List.**

Signed on behalf of the *Contractor*

Name

Position

Signature

Please refer to DocuSign details

Date

Please refer to DocuSign details

The *Client* accepts the *Contractor's* Offer to Provide the Works

Signed on behalf of the *Client*

Name

Position

Signature

Please refer to DocuSign details

Date

Please refer to DocuSign details

# Price List

Entries in the first four columns in this Price List are made either by the *Client* or the tenderer.

If the *Contractor* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tenderer enters the amount in the Price column only; the Unit, Quantity and Rate columns being left blank.

If the *Contractor* is to be paid an amount for the item of work which is the rate for the work multiplied by the quantity completed, the tenderer enters the rate which is then multiplied by the expected quantity to produce the Price, which is also entered.

| ITEM NUMBER | DESCRIPTION | UNIT | QUANTITY | RATE | PRICE |
|-------------|-------------|------|----------|------|-------|
|             |             |      |          |      |       |
|             |             |      |          |      |       |
|             |             |      |          |      |       |
|             |             |      |          |      |       |
|             |             |      |          |      |       |
|             |             |      |          |      |       |
|             |             |      |          |      |       |
|             |             |      |          |      |       |
|             |             |      |          |      |       |
|             |             |      |          |      |       |
|             |             |      |          |      |       |
|             |             |      |          |      |       |
|             |             |      |          |      |       |
|             |             |      |          |      |       |
|             |             |      |          |      |       |

The total of the Prices

The method and rules used to compile the Price List are

# Scope

The **Scope** should be a complete and precise statement of the *Client's* requirements. If it is incomplete or imprecise there is a risk that the *Contractor* will interpret it differently from the *Client's* intention.

Information provided by the *Contractor* should be listed in the **Scope** only if the *Client* is satisfied that it is required, is part of a complete statement of the *Client's* requirements and is consistent with the other parts of the **Scope**.

## 1 Description of the works

Give a detailed description of what the *Contractor* is required to do and of any work the *Contractor* is to design.

## 2 Drawings

List the drawings that apply to the contract.

| DRAWING NUMBER | REVISION | TITLE |
|----------------|----------|-------|
|                |          |       |
|                |          |       |
|                |          |       |
|                |          |       |
|                |          |       |

# Scope

## 3 Specifications

List the specifications which apply to the contract.

| TITLE | DATE OR REVISION | TICK IF PUBLICLY AVAILABLE |
|-------|------------------|----------------------------|
|       |                  |                            |
|       |                  |                            |
|       |                  |                            |
|       |                  |                            |
|       |                  |                            |

## 4 Constraints on how the Contractor Provides the Works

State any constraints on the sequence and timing of work and on the methods and conduct of work including the requirements for any work by the *Client*.

All work to be conducted in accordance with the agreed-upon timings set by the [REDACTED]. It is imperative that the execution of work does not impede or interfere with any scheduled meetings or events. While it is not anticipated that the nature of the works will cause disruption, the Contractor shall ensure minimal disturbance to ongoing operations.

All timings related to the execution of work must be approved by both the Project Manager and the Client. Any deviation from agreed-upon schedules must be promptly communicated and mutually agreed upon by all parties involved

# Scope

## 5 Requirements for the programme

**State whether a programme is required and, if it is, state what form it is to be in, what information is to be shown on it, when it is to be submitted and when it is to be updated.**

**State what the use of the works is intended to be at their Completion as defined in clause 11.2(1).**

The contractor is to produce a Contract Programme reflecting the specified works for agreement, prior to commencement on site.

The Main Contractor is to make allowances for lead-in times required by specialist sub-contractors/suppliers, details of which are to be clearly highlighted through a critical path on the Contract Programme.

## 6 Services and other things provided by the *Client*

**Describe what the *Client* will provide, such as services (including water and electricity) and “free issue” Plant and Materials and equipment.**

| ITEM | DATE BY WHICH IT<br>WILL BE PROVIDED |
|------|--------------------------------------|
|      |                                      |
|      |                                      |
|      |                                      |
|      |                                      |
|      |                                      |
|      |                                      |

# Site Information

**Give information about the *site* such as the ground conditions and any other information which is likely to affect the *Contractor's* work such as the position of adjacent structures.**

Not applicable.