



Department for Transport

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

at Arthur McKay Ltd

via email

Direct line:

@dft.gov.uk

Web site: www.dft.gov.uk

12 July 2018

Dear ,

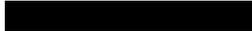
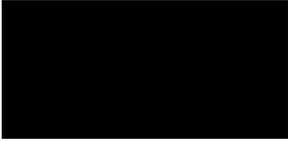
Various Mechanical Works at the International Maritime Organization – DfT Contract No: PPRO 004/090/0037

1. On behalf of the Secretary of State for Transport, I am writing to accept your quote for Arthur McKay Limited to undertake the Various Mechanical Works requirement at the International Maritime Organization building at 4 Albert Embankment, London.
2. The form of contract to be let is under NEC4 Engineering and Construction Option A (ECC) and will have an operative period for the duration of the works between the **16 July – 26 August 2018 inclusive**.
3. The scope of the works was detailed in the ITT issued by DfT on 30 May 2018 and confirmed by your quote submitted via DfT's AWARD Portal on 27 June 2018.
4. The Firm Price for this Contract is **£227,852.14** exclusive of VAT. This number is not be exceeded without prior written permission.
5. The Contract Manager will be , who is contactable via @mcga.gov.uk. will be in touch soon
6. You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices. Please ensure a draft copy of any invoice is first submitted to the Contract Manager for approval, before a hard copy is sent to:

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

7. Invoices received without approval by the Contract Manager, or without the correct PO number will be returned to you and will delay receipt of payment.
8. 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 Plantroom 15 Roof Re-waterproofing Works at the International Maritime Organization – DfT Contract No: 

Signed:

Date:

Name:

Status:

Please also confirm the following details on company headed paper:

- 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