



Department  
for Transport

Department for Transport  
33 Horseferry Road  
London  
SW1P 4DR

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

**Wednesday, 31 May 2023**

Pukka Films  
18 Hatton Place  
London  
WC1N 8RU

FAO: [REDACTED]  
EMAIL: [REDACTED]@pukkafilms.com  
**\*SENT ELECTRONICALLY\***

**TMAR3072: Provision of a Maritime Security Training Film**

Dear [REDACTED]

On behalf of the Secretary of State for Transport, I accept your quotation, dated 19<sup>th</sup> May 2023, for the project management and production of a maritime security training film. This film will be the fourth in a series of films produced for the DfT by Pukka, which were originally procured under contract TMAR3051. The content of the training film will need to reflect those already produced in order to provide consistency across the films. For this reason, this contract is awarded to Pukka via Direct Award.

As set out in your quotation, production of English and Foreign Language versions of the film will be charged at £73,912.05 excl. VAT, with additional fees incurred for the delivery of the film to 100 hard drives and 200 USB sticks (the total value of which will depend on the number of hard drives sourced by Pukka on the DfT's behalf).

The contract is to be let via the Department for Transport's (DfT) short form terms of contract. This letter together with your quotation, the DfT's specification of this requirement and any other correspondence constitutes a binding contract between the Secretary of State and you.

[REDACTED]

The Contract will commence upon the return of a signed copy of this letter and will terminate upon the Authority's confirmation of approval of final deliverables (which, per the specification, are expected to be received no later than 01/11/2023).

The DfT Contract Owner will be [REDACTED] who can be contacted via e-mail at: [REDACTED]@dft.gov.uk .

The DfT's invoicing procedures will apply and are embedded below.



TMAR3072 - DfT  
Invoicing Procedure

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:

Via email: [SSa.invoice@dftssc.gsi.gov.uk](mailto:SSa.invoice@dftssc.gsi.gov.uk)

Or post:

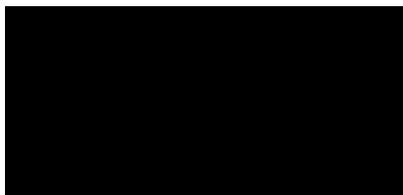
Accounts Payable,  
Shared Services Arvato,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.

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

You will also need to register on the DfT's e-sourcing portal, Jaggaer.

Please acknowledge receipt of this letter within 5 business days of the letter issue date (30/05/2023).

Yours sincerely



DfT Commercial Manager  
Group Commercial Directorate

**On behalf of the Secretary of State for Transport**

Accepted for and on behalf of Pukka Films by:-

Signature:



Name:



Capacity:

\_\_\_Producer\_\_\_\_\_

Date:

\_\_\_31<sup>st</sup> May 2023\_\_\_\_\_