



Department
for Transport

BJR Solutions Ltd
14 Wilton Place
New Haw
Addlestone
Surrey, KT15 3JL

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

Contract Agreement Number: **P4030012**

20 December 2018

Dear [REDACTED],

P4030012: Project Manager for WP5 – Research on performance test procedures for petroleum road fuel tankers

1. On behalf of the Secretary of State for Transport, I accept your tender dated December 2018 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.

- I. Form of Tender
- II. General Conditions of Contract for Services 10th September 2012 as found on <https://www.gov.uk/government/publications/general-conditions-of-contract-for-services>
- III. Statement of Requirements
- IV. My tender (and any amendments to it agreed in writing)

and for the avoidance of doubt;

- V. Invitation to tender letter
- VI. Instructions for Tenderers

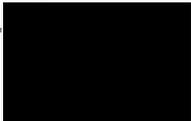
2. The operative period of the Contract will be **26 months** commencing on **14 January 2019**.
3. The **Firm Price** for the Contract is **£63,750.00**, exclusive of Value Added Tax.
4. Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. 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**

5. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.
6. Please acknowledge receipt of this letter **and** contact the Contract Manager [REDACTED] [REDACTED] at [REDACTED]@[dft.gov.uk](mailto:[REDACTED]@dft.gov.uk), to discuss arrangements for commencement of the Contract.

If you are content to enter into a binding contract please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Yours sincerely,



[REDACTED], Commercial Relationship Manager
by authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for P4030012: Project Manager for WP5 – Research on performance test procedures for petroleum road fuel tankers.

Signed:	Date:
Name:	Position: