



Department for Transport

██████████
████████████████████
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR

Contract Agreement Number: **TETI0022**

10 September 2019

██████████,
INSPEC International Ltd
via email

Dear ██████████

TETI0022 SHARP Helmet Performance Testing: CONTRACT AWARD

1. On behalf of the Secretary of State for Transport, I accept your tender dated **09 August 2019** 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 below 5 million, 28th January 2019 as found on**
<https://www.gov.uk/government/publications/general-conditions-of-contract-for-services>
- III. Appendix A - Statement of Requirements
- IV. Appendix C – Pricing Schedule
- V. Your tender (and any amendments to it agreed in writing)

and for the avoidance of doubt

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

2. The operative period of the Contract will be 12 months commencing on **03/09/2019**.
3. The Approved Maximum Cost for the Contract is **£28,066.67**. For avoidance of doubt volumes of work for third party tests cannot be guaranteed from the Contracting Authority. These values shall not exceed the individual elements as stated within your bid in Appendix C – Pricing Schedule.
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 the business area within the Department for Transport will contact you shortly to arrange commencement of the work.

Yours sincerely



 Commercial Relationship Manager
by authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for: **TET10022**

Signed:

Date:

Name:

Status: