



REDACTED
Willis Limited
The Willis Building
51 Lime Street,
London
EC3M 7DQ

21st August 2014,

Dear REDACTED,

Framework Agreement Reference: MOD CTLBC/1837 – The Provision of Insurance Brokerage Services
Crown Commercial Service Reference and Title: RM3684 L0436: Project Comet Due Diligence Service
DfT Contract Reference Number: PPRO 04/48/26

On 14th May 2014, the Department for Transport (DfT) issued you an Invitation to Tender (ITT) in relation to the above mentioned project for due diligence services. I am writing this letter to inform you that we now wish to award this contract to you. However, please note that the Contracting Authority for this project is now HM Treasury. Operational delivery of the services will be overseen by REDACTED, REDACTED, Shareholder Executive, BIS, 1 Victoria Street, London SW1H 0ET, Tel: REDACTED email: REDACTED. REDACTED is managing the transaction on behalf of HM Treasury.

I am attaching a completed Order Form. I would be grateful if you could sign the Form and return an electronic copy to REDACTED. I will then arrange for the form to be signed on behalf of the Authority and returned to you.

For your reference, this letter is also accompanied by the following attachments:

- Appendix A – a copy of the MoD Framework terms and conditions that will govern the contract.
- Appendix B – The original Invitation to Tender issued by DfT.
- Appendix C – Your tender response.
- Appendix D – A Non-Disclosure Agreement (NDA). Due to the sensitivity involved with this project, the Authority requests that you sign this NDA. Please can you return the signed NDA to REDACTED.

Below is a summary of the contract details. However, if you have any questions or concerns, please do not hesitate to contact me at the details in the header of this letter.

Contract

RM3684 L0436: Project Comet Due Diligence Service.

Service Description

To provide a due diligence service to the Authority and its stakeholders to support a sales transaction. Full details of the requirements can be found in the attached Order Form and ITT.

Contract Value

The capped price for all work is £40,000.00. Should there be any out of scope work during the project, this shall be priced in accordance with the rates submitted as part of your tender response.

Contract Commencement Date

21st August 2014.

Duration

The contract shall be for an initial six months, with a possible two month extension at the Authority's discretion.

Points of Contact

HM Treasury Contact –REDACTED
BIS Contact – REDACTED
Procurement Contact – REDACTED

Notices

For the Authority:
REDACTED
REDACTED

For the Supplier:
REDACTED
REDACTED

Yours sincerely,

REDACTED
Procurement Manager, Managed Services