



Department for Transport

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

Contract Agreement Number:
P4090040

08 January 2019

Arthur McKay Limited
Warehouse W,
Western Gateway,
Royal Victoria Docks,
London, E16 1BD

Dear David,

P4090040 IMO Fire Dampers Repair and Installation Works: CONTRACT AWARD

1. On behalf of the Secretary of State for Transport, I accept your tender dated 08 November 2018 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department.
2. The contract is to be let under NEC4 Engineering and Construction Contract (ECC) Option A.
3. The operative period of the Contract will commence from **14 January 2019 to 05 April 2019**.
4. The **Firm Price** the Contract is **£278,778.30**, exclusive of Value Added Tax. This includes the provision for out of hours working in relation to works adjacent to the main entrance doors and adjacent to lifts. Should further out of hours working be required, please agree timings in advance with the Project Manager of Faithful+Gould.
5. 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**

6. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.
7. Please acknowledge receipt by signing and return a duplicate of this letter.

Yours sincerely

A large black rectangular box redacting the signature of the Secretary of State for Transport.

by authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for: P4090040 IMO Fire Dampers Repair and Installation Works

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