



Department for Transport

Riverside House
(Unit 4.01 Crayfields Business Park),
1 New Mill Road,
Orpington, Kent,
BR5 3QA

Department for Transport
Group Commercial Services
Commercial Associate
2/29 Great Minster House
33 Horseferry Road
London
SW1P 4DR

Direct line: [REDACTED]

Jenny: [REDACTED]

Web site: www.dft.gov.uk

31 May 2018

Dear [REDACTED]

Lightning Protection Compliance Works at the International Maritime Organization – DfT Contract No: PPRO 004/090/0033

1. On behalf of the Secretary of State for Transport, I am writing to accept your quote for Mitie Projects to undertake the lightning protection compliance works at the International Maritime Organization building at 4 Albert Embankment, London.
2. The form of contract to be let is under NEC4 Engineering and Construction Option A (ECC) and will have an operative period for the duration of the works between the **25 June – 1 August 2018 inclusive**.
3. The scope of the works was detailed in the ITT issued by DfT 19 February 2018 and confirmed by your quote dated 28 March 2018.
4. The Firm Price for this Contract is **£84,485.00** exclusive of VAT. This includes the provision for weekend working, please agree which weekends in advance with the Project Manager [REDACTED]
5. 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:

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 sign and return a duplicate of this letter of engagement.

Yours sincerely,

A black rectangular redaction box covering a signature.


by authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for the Lightning Protection Compliance Works at the International Maritime Organization – DfT Contract No: PPRO 004/090/0033

Signed:

Date:

Name:

Status: