



Department for Transport

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31st March 2016

Dear ██████████

Contract Number PPRO 04/87/23 – Executive Search: NED and Chair – HS2 LTD Board

1. On behalf of the Secretary of State for Transport, I accept your tender dated 08 March 2016. This letter and the documents listed below form a binding contract between you and this Department.

The Department's specification
Form of Tender
General Conditions of Contract for Services
Your proposal dated 08 March 2016.

and for the avoidance of doubt

The Department's Invitation to Quote letter dated 25 February 2016
E-mail ██████████ dated 17 March 2016 timed at 11:27
E-mail ██████████ dated 17 March 2016 timed at 17:02

2. The operative period of the Contract will be 10 months, commencing from the date of this letter.

3. The approved maximum cost for this contract is £104,600 exclusive of Value Added Tax. This amount is not to be exceeded without the Department's prior permission in writing.

4. You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed **in the Purchase Order to:**

***Accounts Payable,
Shared Services arvato,***

**5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.**

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

5. Please acknowledge receipt of this letter **and** contact the Contract Manager, [REDACTED] [REDACTED] either by e-mail on [REDACTED] [@dft.gsi.gov.uk](mailto:[REDACTED]@dft.gsi.gov.uk) or by phone on 0207 944 [REDACTED] to discuss arrangements for commencement of the Contract.

Yours sincerely

pp [REDACTED]

[REDACTED]
by authority of the Secretary of State for Transport