



Department for Transport

██████████
Managing Director
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Group Commercial Directorate
2/29 Great Minster House
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SW1P 4DR

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Web Site: www.dft.gov.uk

6 April 2018

Contract Award Notice: P040550142 - The Railway Consultancy

Dear ██████████

On behalf of the Secretary of State for Transport, I accept your proposal for the above contract. This letter and the documents attached form a binding contract between The Railway Consultancy Ltd and this Department.

- Your proposal dated 12 March 2018
- The Department's Shortened Terms & Conditions dated 8 September 2015
- Supplementary Conditions In Relation to Intermediaries Legislation

For the avoidance of doubt, the contract includes the following:

- a) The "Contractor" is The Railway Consultancy Ltd.
- b) The approved maximum cost of this contract is £20,770.00 excluding VAT.
- c) The approved maximum cost must not be exceeded without Group Commercial Directorate's written permission.
- d) The initial contract period commences 6 April 2018 and expires 31st March 2019.
- e) The contract operates on a "call-off" basis to provide the services and deliverables set out in The Railway Consultancy Ltd

The DfT Contract Manager for the duration of this contract is ██████████, contactable via email ██████████ [@dft.gsi.gov.uk](mailto:██████████@dft.gsi.gov.uk) or by phone ██████████

In accordance with the attached, The Railway Consultancy Ltd further agrees to be in possession of a valid DfT Purchase Order (PO) before commencing any work under this contract. And that all invoices quote the correct PO number and are submitted to:

**Accounts Payable
DfT Shared Service,**

Continue next page

5 Sandringham Park Swansea Vale
Swansea SA7 0EA

Or via email: ssa.invoice@sharedservicesarvato.co.uk

Please acknowledge receipt of this letter and associated contract documents via email, thereby confirming your acceptance of the awarded contract.

Yours sincerely

[Redacted signature]

[Redacted] Commercial Relationship Management Lead (Rail)
By authority of the Secretary of State for Transport

cc. [Redacted], *Strategic Resourcing Building Capability Manager, Rail Portfolio Office.*

Supplementary Condition In Relation to the Intermediaries Legislation 2017

1. Where the Contractor is liable to be taxed in the UK in respect of consideration received under this contract, it shall at all times comply with the Income Tax (Earnings and Pensions) Act 2003 (ITEPA) and all other statutes and regulations relating to income tax in respect of that consideration.
2. Where the Contractor is liable to National Insurance Contributions (NICs) in respect of consideration received under this contract, it shall at all times comply with the Social Security Contributions and Benefits Act 1992 (SSCBA) and all other statutes and regulations relating to NICs in respect of that consideration.
3. The Authority may, at any time during the term of this contract, request **The Railway Consultancy Ltd** provide information which demonstrates how the Contractor complies with Clauses 1 and 2 above or why those Clauses do not apply to it.
4. A request under Clause 3 above may specify the information which the Contractor must provide and the period within which that information must be provided.
5. The Authority may terminate this contract if-
 - (a) in the case of a request mentioned in Clause 3 above-
 - (i) The Contractor fails to provide information in response to the request within a reasonable time, or
 - (ii) The Contractor provides information which is inadequate to demonstrate either how The Contractor complies with Clauses 1 and 2 above or why those Clauses do not apply to it;
 - (b) in the case of a request mentioned in Clause 4 above, The Contractor fails to provide the specified information within the specified period, or
 - (c) it receives information which demonstrates that, at any time when Clauses 1 and 2 apply to The Contractor, The Contractor is not complying with those Clauses.
6. The Authority may supply any information which it receives under Clause 3 to the Commissioners of Her Majesty's Revenue & Customs for the purpose of the collection and management of revenue for which they are responsible.