



Department  
for Environment  
Food & Rural Affairs

Kings Meadow House  
Reading  
RG1 8DQ

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[www.gov.uk/defra](http://www.gov.uk/defra)

Date: 28/02/2023

Dear Sir

Contract Award - Contract for: Kings Meadow House Heating Pump Replacement

I am pleased to inform you that Defra hereby accepts your tender dated 17th February 2023 in respect of the above contract. The contract shall be carried out in accordance with:

This contract award letter


Our request for quotation letter dated: DATE

Your response dated: DATE

The price for this contract is as follows

ACTIVITY	DUE DATE	COST
Asbestos Removal	TBD	
De-Commissioning Testing	TBD	
Removal of Existing	TBD	
New Pumps	TBD	
Pipework Modifications	TBD	
Insulation	TBD	
Controls	TBD	
Test & Commissioning	TBD	

These prices will remain fixed for the duration of the contract.

 We will require you to quote this on all invoices to ensure timely payment. Invoices should be sent to:

Kings Meadow House, Reading, Berkshire, RG1 8DQ

[REDACTED]

Invoices not containing the correct Purchase Order number will mean we are unable to process them, and they will be returned to you.

This contract will be managed on behalf of the Defra by

[REDACTED]

[REDACTED]

The contract reference and title given above should be quoted on all correspondence.

Please acknowledge receipt of this letter and confirm your acceptance by return.

Yours sincerely

[REDACTED]