Our ref: **T0182** Your ref:



**SPaTS 2 Lot 1 - Atkins Jacobs Joint Venture**

via Bravo

**OFFICIAL**

SPaTS 2 Procurement Team

National Highways

The Cube

199 Wharfside Street

Birmingham

B1 1RN

**23 September 2021**

**SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK 2**

**Lot 1 - Technical consultancy, engineering advice, research, innovation and post implementation evaluation**

**Reference**

**T0182 A38 Saltash Tunnel AIP Safety Consultation Work**

# AWARD LETTER

To whom it may concern,

On behalf of National Highways, I am authorised to accept your proposal on **15 September 2021** for the above Package Order at the prices/rates quoted.

This Package Order start date is **23 September 2021**, and the completion date is **31 December 2021**

The authorised maximum Package Order cost is **£24,959.97** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

X is the Project Sponsor, and can be contacted direct on X to arrange an Inception Meeting. Please see Annex A overleaf for invoicing information.

Any queries relating to this letter and its contents should be sent via Bravo messaging.

Yours faithfully

SPaTS 2 Procurement Team

SPaTS2@highwaysengland.co.uk

Registered office Bridge House, 1 Walnut Tree Close, Guildford GU1 4LZ

National Highways Limited registered in England and Wales number 09346363



**Annex A**

**-**

**Invoicing information**

*Please note that the Project Sponsor will be contacting you shortly with a Purchase Order number to quote on your invoices.*

1. *When you report the value of completed work each month we will give you a receipt number.*

1. *Please quote the purchase order number and the monthly receipt number on your invoice to ensure prompt payment.*

1. *Invoices must be submitted to the email address below and be in PDF format.*

1. *If you scan the original invoice/credit note, please ensure these scanned images are in black and white, in TIFF format and ideally scanned at 600 DPI, although a minimum of 300 DPI can also be used.*

1. *Be aware that any text in the body of your email, or attachments submitted in file formats other than those listed above will not be read by anyone.*

1. *When submitting your invoice(s), please also include the following information:*

|  |  |  |
| --- | --- | --- |
| **Invoice Address:** | **Invoice Details:** |  |
| Invoices@highwaysengland.co.uk | Contract Number: | **2019/S 106-258908** |
| Package Order Number | **T0182** |
| Cost Centre: | **TBC** |
| Project Number (PIN): | **605113** |
| Project Sponsor | **(as named above)** |

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