

Our ref: HE EVCP Lot 2

Swarco UK Ltd  
 Unit 1 Maxted Corner  
 Maxted Road  
 Hertfordshire  
 HP2 7RA

Via Bravo

Richard O'Neill  
 Procurement Delivery Partner  
 Highways England  
 Lateral  
 8 City Walk  
 Leeds  
 LS11 9AT

25 January 2019

**Highways England Electric Vehicle Charge Points  
 ESPO 636 - Lot 2 SOUTH**

Dear Jeremy Peter Cowling,

On behalf of Highways England Company Limited, I accept your submission dated 26 November 2018 for the above Call off Agreement.

This letter and the documents listed below (in no order of precedence) form a binding contract between the Highways England Company Limited and yourselves:

1	ESPO 636 Framework Agreement
2	Call Off Terms
3	Collaborative Performance Framework (CPF)
4	Service Information
5	Form of Contract
6	Master Contract Schedule
7	HE EVCP - Tender QA Issue 8 (19 Nov 2018)
8	Chargemaster PLC's Submission comprising of: <ul style="list-style-type: none"> <li>a) completed Anti-Collusion Certificate - Question Section on Bravo</li> <li>b) completed Fair Payment Charter - Question Section on Bravo</li> <li>c) completed Anti-Fraud Code of Conduct - Question Section on Bravo</li> <li>d) completed Quotation declarations - Question Section on Bravo</li> <li>e) 06 - QAP00 - Business Management System - Integrated Swarco IS.2.pdf</li> <li>f) Annex E Information Assurance (003).docx</li> <li>g) Implementation Plan Lot 2.pdf</li> <li>h) Key People Curriculum Vitae.docx</li> <li>i) STL-COMP-PRO-005 - Document and Records Management.docx</li> <li>j) SWARCO Highways England - Annex G Key People Schedule.docx</li> <li>k) SWARCO Highways England - Q10 Implementation Plan 1.0.docx</li> <li>l) SWARCO Highways England - Quality Submission iss 1.0 Lot 2.docx</li> <li>m) SWARCO_Global_IT_Security_Guideline_May_2018 (1).pdf</li> </ul>

	n) 181004 248492-91 (4-06) V05 Pricing Document Schedule 2 - Lot 2-v1-19.11.18.xlsx o) SWARCO Highways England - Freedom of Information Exclusions.docx p) SWARCO Highways England - Managing Insurance Claims.docx
9	Pre Award Checks - communications: <ul style="list-style-type: none"><li>Highways England's Evidence of Insurance check and Key People check dated 15 January 2019 via bravo and Swarco's responses dated 18 January 2019 and 23 January 2019 via bravo.</li></ul>

The contract value will be no more than £1,393,807.00 Any additional requirements will be executed in accordance with the Call Off Agreement.

The operative period of the contract will be **7 years**. The start date of the contract will be 25 January 2019; therefore the contract will end 25 January 2026.

Invoices should be submitted as a PDF file (excel is not supported) via email to [invoices@highwaysengland.co.uk](mailto:invoices@highwaysengland.co.uk), quoting the contract reference number HE EVCP Lot 2 South, the appropriate Project Identification Number, the appropriate Agreement and cost centre numbers (to be provided by the Employer).

**ACTION NOW REQUIRED:**

- Please confirm receipt and understanding of this letter.

Upon receipt of this letter please contact the Project Sponsor, Mark Collins to discuss arrangements for commencement of the Contract.

You must treat this letter in confidence until Highways England makes a public announcement. If you are planning to issue a press release regarding this Contract please seek approval from Highways England prior to publication. Press notice enquiries should be directed to the Highways England Press Office, 0844 693 1448, [PressOffice@highwaysengland.co.uk](mailto:PressOffice@highwaysengland.co.uk).

Lee Bryant will be in touch with you shortly regarding the completion of the Form of Contract.

Yours sincerely

**Richard O'Neill**  
**Procurement Delivery Partner**