|  |  |
| --- | --- |
| Our ref: **T0342**  Your ref:    **SPaTS 2 Lot 1 - Atkins Jacobs Joint Venture**  via Bravo | SPaTS 2 Procurement Team  National Highways  The Cube  199 Wharfside Street  Birmingham  B1 1RN    **22 June 2022** |

**OFFICIAL**

To whom it may concern,

**SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK 2**

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

**Reference**

**T0342**

**M3 M4 Design Verification**

**AWARD LETTER**

On behalf of National Highways, I am authorised to accept your proposal on **21 June 2022** for the above Package Order at the prices/rates quoted.

This Package Order start date is **22 June 2022**, and the completion date is **22 December 2022**

This Package Order is commissioned at the direction of x, General Counsel Directorate on behalf of National Highways.

The parameters of the commission are set out in the scope.

This report is required for the dominant purpose of informing legal advice to National Highways and therefore is legally privileged and strictly confidential and should be marked as such including any drafts.

No part of the report (whether draft or otherwise) and/or any information contained within the report and/or any associated communications shall be shared with third parties without the express permission and direction of General Counsel Directorate.

Atkins Jacobs Joint Venture will ensure that the internal circulation of the report, any drafts, associated information and communications is limited strictly to those personnel who are required to be engaged with the delivery of the report and a record shall be kept.

The authorised maximum Package Order cost is **£** **94,344.55** (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

x

SPaTS 2 Procurement Team

[SPaTS2@highwaysengland.co.uk](mailto:SPaTS2@highwaysengland.co.uk)

**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.*

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

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

*4. 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.*

*5. 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.*

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

|  |  |  |
| --- | --- | --- |
| **Invoice Address:** | **Invoice Details:** |  |
| [Invoices@highwaysengland.co.uk](mailto:Invoices@highwaysengland.co.uk) | Contract Number: | **2019/S 106-258908** |
| Package Order Number | **T0342** |
| Cost Centre: | **5620** |
| Project Number (PIN): | **10548** |
| Project Sponsor | **(as named above)** |