REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

Attn: REDACTED

REDACTED

Date: **02/02/2022**

Contract ref: **CCZZ21A46**

Dear Madam,

**Award of contract for the supply of Provision of Lifecycle Carbon and National Capital Impact Models**

Following your proposal for the provision of Provision of Lifecycle Carbon and National Capital Impact Models to REDACTED, (The Contracting Authority) we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract between National Infrastructure Commission as the Contracting Authority and Atkins Limited as the Supplier for the provision of the Services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the “**Conditions**”). In the event of any conflict between this Award Letter (and its Annexes) and the Conditions, this Award Letter (and its Annexes) shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

1. **For the purposes of the Agreement, the Contracting Authority and the Supplier agree as follows:**

## The location of the Services will be carried out at the offices of the Supplier and/or remotely. Meetings with REDACTED will normally be virtual using an agreed digital service. However, certain meetings (e.g. to discuss key milestones) may be in person at REDACTED offices in REDACTED, or at other locations in central London. Organisation of in person meetings will be in accordance to Covid-19 restrictions and agreed between REDACTED and the Supplier.

## The charges for the Services shall be as set out in Annex 2. The total contract value shall be up to a maximum of £60,000.00 including all expenses but excluding VAT.

## The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier’s response at Annex 4. Where there is conflict Annex 3 shall take precedence.

## The Term shall commence on 7th February 2022 (the “Start Date”) and the Expiry Date shall be 17th June 2022 unless extended or subject to early termination]. The Customer reserves the option to extend the contract by two (2) periods of twelve (12) weeks.

## The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| REDACTED  REDACTED  REDACTED | REDACTED  REDACTED  REDACTED  REDACTED  REDACTED |

The following persons are Key Personnel for the purposes of the Agreement:

* + 1. For the Supplier:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Supplier** |
| REDACTED | Bid Development Manager |

1.7.2 For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| REDACTED | Senior Analyst |

1. **Payment**

## Payment will be made as following:

### 40% of the total cost to be paid by REDACTED following satisfactory delivery of the interim Draft Model (milestone 2) and appropriate invoice

### 60% of the total costs to the paid by REDACTED following satisfactory delivery of the Final Model (milestone 6), handover and walkthrough (milestone 7) and appropriate invoice.

### Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

All invoices must be sent, quoting a valid purchase order number (PO Number), to the address indicated on the PO. Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name and telephone number) of your Contracting Authority contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment. If you have a query regarding an outstanding payment please make contact using the contact details indicated on the PO.

1. **Liaison**

For general liaison your contact will continue to be REDACTED or, in their absence, REDACTED

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter within [5] days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference number above in any future communications relating to this Contract.

Thank you for your cooperation.

Yours sincerely,

|  |  |
| --- | --- |
| Signed for and on behalf of REDACTED (“the Customer”) | |
| Name: REDACTED  Job Title:REDACTED |  |
| Signature: REDACTED |  |
| Date: 03/02/2022 |  |

We accept the terms set out in this letter and its Annexes, including the Conditions.

|  |
| --- |
| Signed for and on behalf of REDACTED (“the Supplier”) |
| Name**:**  REDACTED |
| Signature: REDACTED |
| Date: 09/02/2022 |