|  |  |  |
| --- | --- | --- |
| **Redactions made under FOIA 2000 exemptions sec 40: personal info and sec 43: commercial** | Return Address: | Lot 2 Framework Board |
| Halcrow Group LtdFAO: **Redacted** 43 Brook GreenLondonW6 7EF  |  | 2/28HTemple Quay House2, The SquareTemple QuayBristol BS1 6HA[www.highways.gov.uk](http://www.highways.gov.uk/)Direct Line: **Redacted**Fax: **Redacted** |
|  |  | Email **Redacted** |
|  |  | Date: 21 July 2015  |

Dear Sir,

**Framework for Transport Related Technical and Engineering Advice
and Research – Lot 2:****4/45/12**

**Package Order Ref:****571(4/45/12)HALC**

|  |  |
| --- | --- |
| **Title:** | **TRASS Strategy and TSD renewal** |

**With Reference to: Your Proposal Ref:** **571**

 **Issue:** **01**

 **Dated:** **24 Jun 2015**

I am directed by the Secretary of State for Transport to accept the detail set out in your Proposal and Package Order Price Schedule, and place this Package Order to carry out the work in accordance with the terms of the Contract.

|  |
| --- |
| **Duration:** |
| This Package Order covers the provision of the specified service for the period… |
| commencing: | 21 July 2015  | and finishing: | 31 March 2016  |
| **Phases:** The Package will be divided into the activities as detailed in the above referred Proposal |
| **Authorised Maximum Task Cost against this Order:** |
| Total Package Price: (exc. VAT) | £79,885.92  |  |
| VAT: | £15,977.18  |  |
| Total Package Price: (inc VAT) | £95,863.10  |  |
|  *(Note: The Authorised Maximum Package Cost is not to be exceeded without the prior written approval of the Procurement Officer.)* |

Any queries relating to this contract should be sent to the Lot 2 Manager **Redacted**, or her assistant **Redacted** via the email address referred in the letterhead.

Yours faithfully

**Redacted** *On behalf of the Lot 2 Framework Board*

Network Services

Cc: **Redacted** *(Only via email, please save a copy to your contract file.)*



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

Highways England Company Limited registered in England and Wales number 09346363

*Please note that the Project Sponsor will be contacting you shortly with release numbers to quote alongside the Blanket Purchase Agreement (BPA) number on your invoices.*

1. *When you report the value of completed work each month we will give you a receipt number.*
2. *Please quote both the release number and the monthly receipt number on your invoice to ensure prompt payment.*
3. When submitting your invoice(s), please include the following information:

|  |  |  |
| --- | --- | --- |
| **Invoice Address:** | **Invoice Details:** |  |
| Highways AgencyAccounts Payable Team11th Floor The Cube199 Wharfside StreetBirminghamWest Midlands B1 1RN | Contract Number: | 4/45/12  |
| Package Order Number: | 571(4/45/12)HALC  |
| BPA Number: | **Redacted** |
| Project Sponsor: | **Redacted** |
| Cost Centre: | **Redacted** |
| Project Number (PIN): | **Redacted** |



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