



Our Ref:
OJEU: 2018/S 102-233187
ITT_3822

To: Capita Group Plc

Via Bravo

X
Highways England,
The Cube,
199 Wharfside Street,
Birmingham
B1 1RN

<http://highwaysengland.co.uk>

23 October 2018

OFFICIAL SENSITIVE

NOTIFICATION OF AWARD

**PERMANENT AND CONTINGENT RECRUITMENT FRAMEWORK
LOT 1 – ADMINISTRATION AND CUSTOMER SERVICES**

Dear Sir/Madam,

On behalf of Highways England Company Limited I am writing to inform you that your offer dated 9 July 2018 for carrying out the above-named framework contract, is accepted in respect of your proposal for completion in accordance with the Terms and Condition of the Framework.

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

- I. Scope
- II. Framework information
- III. Your tender
- IV. Form of Tender
- V. Conditions of Contract: NEC3 Professional Services Short Contract
- VI. Contract Data Part 1
- VII. Contract Data Part 2

The operative period of the contract will be 2years with the option to extend for a further 2 years, in one-year intervals. The contract Commencement date shall be 19 November 2018. The date of the inaugural meeting will be confirmed.

The framework offers no guarantee of minimum amount of work either by value or number of tasks.

Copies of the agreement by Deed for carrying out this contract will follow in due course. When received please sign (and if applicable, seal) under hand both copies of the deed and return both copies to X at the above address by 30 November 2018. We will then sign and apply the Highways England common seal and return one copy for your retention. (Please note: a Deed executed under hand must be signed by two directors or by one director and the Company Secretary; if executed by seal, please arrange authentication by a Director and the Company Secretary or by two Directors).

Please note, an Purchase Order (PO) number, under Highways England's financial system (Oracle) will be created for your company relating to the package orders as they are awarded. You must quote this number on each and every application for payment. A vendor request form will be issued for your completion in order for payments to be made.

You must treat this letter in confidence until Highways England makes any public announcement. I should also remind you at this time, of the requirements of paragraph 1.1.9 and 1.1.12 of the Instructions for Tenderers, as they relate to Confidentiality, the relevant extracts are reproduced below.

1.1.9 Tenders must be submitted in accordance with these Instructions. Tenders not complying with these Instructions may be rejected by the Employer whose decision in the matter will be final. These Instructions will not form part of the proposed contract.

1.1.12 The tender must be treated as private and confidential. Tenderers should not release information concerning the invitation to tender and/or the tender documents for publication in the press or on radio, television, screen or any other medium.

In the light of recent cases where there has been press reporting in advance of contract award or announcement it is especially important that these conditions are adhered to and that full confidentiality is maintained.

Yours faithfully,

X

X,

Head of Corporate Services
Commercial & Procurement Directorate