

Our ref: **1-1082**
Your ref:

SPaTS Procurement Team
2/09K Temple Quay House
2 The Square
Temple Quay
Bristol, BS1 6HA

WSP

via Bravo

22 June 2020

OFFICIAL

Dear Sir/Madam

**SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK
Lot 1 - Technical Consultancy, Engineering Advice, Research and Innovation**

1-1082 Review of Bridge Inspection Manual (Scoping study)

On behalf of Highways England, I am authorised to accept your proposal on 21 May 2020 for the above Package Order at the prices/rates quoted.

This Package Order start date is 22 June 2020, and the completion date is 31 December 2020.

The authorised maximum Package Order cost is **£19,923.60** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

Francis McKeown is the Project Sponsor, and can be contacted direct on 0300 470 5271 to arrange a start-up 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



Matthew Diggle

Lot 1 Procurement Team

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	Contract Number:	2015/S 160-293835
	Package Order Number	1-1082
	Cost Centre:	5711
	Project Number (PIN):	606651
	Project Sponsor	(as named above)