

Our ref: **P0026**
Your ref:

SPaTS 2 Procurement Team
National Highways
The Cube
199 Wharfside Street
Birmingham
B1 1RN

**SPaTS 2 Lot 2 - Turner & Townsend Contract
Services Ltd**
via CCFT

24 June 2025

OFFICIAL

To whom it may concern,

SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK 2

Lot 2 – Procurement advice

**Reference
P0026**

Provide professional support services including procurement and commercial support for SDF2 and future RIS3 investments

AWARD LETTER

On behalf of National Highways, I am authorised to accept your proposal on **11 June 2025** for the above Package Order at the prices/rates quoted.

This Package Order start date is **24 June 2025**, and the completion date is **31 July 2027**.

The authorised maximum Package Order cost is **£4,982,960.10** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

Matthew Charlesworth is the Project Sponsor, and can be contacted direct on **07774212178** 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 CCFT messaging.

Yours faithfully,



Matthew Diggle
SPaTS 2 Procurement Team
SPaTS2@nationalhighways.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@nationalhighways.co.uk	Contract Number:	2019/S 106-258908
	Package Order Number	P0026
	Cost Centre:	tbc
	Project Number (PIN):	611473
	Project Sponsor	(as named above)