

Fishtek Consulting

Our ref: Project_22503

Your ref:

Date: 20/02/2020

Dear Sirs

22503: Ecological Services Framework 3 (ECOSF3) - Lot 4

1 Please find attached the Framework Agreement for the Ecological Services 3 framework. You have been awarded the framework for Lot 4. Please can you check the Agreement and return a signed copy to me via the message portal on Bravo. The terms have been amended to include the agreed amendments as issued as part of best and final offer. If you have any questions or issues, don't hesitate to let me know.

2 I would be grateful if you could also confirm the contact details for your main contact for this framework so we can put the information in our User Guide. To include name, position, email and phone number.

3 If you are not currently a supplier to the Environment Agency, we will need to set you up as a supplier on our order and invoice portal SOP. Please can you provide the following information?

Supplier name

Primary address line 1

Primary address line 2

Primary Town/City

Primary Postcode

Is the payment site address the same as above (yes/no)

Email address for remittance

Account Name (name of the bank account you want to be paid for this framework)

Bank Account Number

Sort code

Bank name

If you are a current supplier, then unless something has changed, you won't need to provide this information.

4 The contract is awarded for an initial period of 24 months from 1st March 2020 to 28th February 2022. There are 2 further 12 month extension options available, subject to

business requirement, performance and price. All extension requests and subsequent prices will be agreed in writing by both parties.

5 The Purchase Order number will be issued for each individual call off contract. We will require you to quote this on all invoices to ensure timely payment. Invoices should be sent to:

SSCL
Environment Agency
PO BOX 797
Newport
Gwent
NP10 8FZ

Invoices not containing the correct Purchase Order number will mean we are unable to process them and they will be returned to you.

6 This contract will be managed on behalf of the Environment Agency by [REDACTED], Biodiversity Manager and Environment Agency framework manager and on behalf of Commercial by [REDACTED], Senior Commercial Officer. The contract reference and title given above should be quoted on all correspondence.

7 We are going to set up start up calls so that we can explain how the framework will operate and give you the opportunity to ask any questions.

We are looking forward to working with you on this framework.

Yours faithfully

[REDACTED]

[REDACTED]
Category Manager - Technical Services
Email: [REDACTED]@environment-agency.gov.uk
Telephone: [REDACTED]

