

Our ref: RM3812 – dc1  
Your ref:

Tim Strong  
(Via e-mail)

**Redacted**  
Procurement Delivery Partner  
4th Floor  
Lateral  
8 City Walk  
Leeds LS11 9AT

Direct Line: **Redacted**

16 April 2018

### OFFICIAL - SENSITIVE

Dear Sir/Madam

#### **RM3812 Temple Quay House additional workspace furniture requirement**

On behalf of Highways England I am authorised to accept your quotation for the above-mentioned requirement under the terms and conditions of the above Framework. This letter and the documents listed below form a binding contract between you and Highways England:

- The Terms and Conditions of the framework RM3812 (Supply, delivery and installation of furniture and associated services).
- Your proposal (ref: 12380 (0) 5 received 26 March 2018).

This contract is for the period from 24 April 2018 to 25 May 2018.

**Redacted** is the Project Sponsor and he can be contacted direct on **Redacted**. Any contractual issues should be directed to me at the above address or sent by email.

The limit of expenditure for this contract will be up to the total value of £32,061.50 exclusive of VAT

Invoices should be forwarded to Highways England, FBS Payments, The Cube, 199 Wharfside Street, Birmingham, West Midlands, B1 1RN. (Please note that the Project Sponsor will be contacting you shortly with the Blanket Purchase Agreement and release numbers to quote on your invoices)

Please acknowledge receipt of this letter by return and ensure that you quote the above agreement reference RM3812 – dc1 on all correspondence.

Redacted under section 40 FOIA 2000 exemptions: personal information.

Yours faithfully

**Redacted**  
Procurement Delivery Partner  
Email: **Redacted**@highwaysengland.co.uk