

Our ref: [REDACTED]

Date: 16/09/2022

Dear Fleur,

Ref: [REDACTED]

Title: Assessment of value of chemical content management to UK Circular Economy

I am pleased to inform you that the Environment Agency hereby accepts your tender dated 25 August 2022 in respect of the above contract. The contract shall be carried out in accordance with:

This Contract award letter

Our Request for Quotation dated 22/07/2022

Your response received dated 25 August 2022

ESPO Consultancy Services 664-21 Call Off Terms and contract attached.

The price for this contract is as follows: (enter pricing model you have used, as completed by the supplier)

ACTIVITY	DUE DATE	COST
Project initiation meeting	w/c 19/09/22	n/a
First progress review meeting	w/c 7/11/22	n/a
Second progress review meeting	w/c 12/12/22	n/a
Draft report submitted	w/c 16/01/23	50% contract value
Feedback on draft report	30/01/23	n/a
Final meeting	06/02/23	n/a
Final report review/sign off	13/02/23	50% contract value

This price will remain fixed for the duration of the contract.

The contract is awarded for a 5 and half months from 16 September 2022 to 24 February 2023.

OFFICIAL



INVESTOR IN PEOPLE



The Purchase Order number is: [REDACTED]. We will require you to quote this on all invoices to ensure timely payment. Invoices should be sent to:

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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

This contract will be managed on behalf of the Environment Agency by [REDACTED]
[REDACTED]

The contract reference and title given above should be quoted on all correspondence.

The contract will be governed by the ESPO Consultancy Services 664 - 21 Call-Off Terms as contained within the original request for quotation and modified as agreed on 14 September 2022.

Please acknowledge receipt of this letter and confirm your acceptance by return and signing the attached contract.

Yours sincerely

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Receipt and acceptance of award for the above contract, as per the Environment Agency's award letter of dd/mm/yyyy acknowledged for supplier name by:

Name:

Signature:

Date: