**Ove Arup & Partners Ltd  
3 Piccadilly Place**

**Manchester**

**M1 3BN**

Attn: **REDACTED TEXT**

**REDACTED TEXT**

Date: **27th January 2022**

Contract Reference: **REDACTED TEXT**

Dear **REDACTED TEXT,**

**Award of contract for the Provision of Analysis of Call For Evidence Responses Following NIA2 Baseline Assessment**

Following your proposal for the ‘Provision of Analysis of Call For Evidence Responses Following NIA2 Baseline Assessment’ to the National Infrastructure Commission (The Contracting Authority) we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between the National Infrastructure Commission as the Contracting Authority and Ove Arup & Partners Ltd as the Supplier for the provision of the Services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of the contract set out in Annex 1 to this Award Letter (the “**Conditions**”). In the event of any conflict between this Award Letter (and its Annexes) and the Conditions, this Award Letter (and its Annexes) shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

1. **For the purposes of the Agreement, the Contracting Authority and the Supplier agree as follows:** 
   1. The Services will be carried out at the Supplier’s premises, at Ove Arup & Partners Ltd at 3 Piccadilly Place, Manchester, M1 3BN**,** and in some cases services will be performed virtually.
   2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be a maximum of £90,000.00 including all expenses, but excluding VAT.
   3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier’s response at Annex 4. Where there is conflict Annex 3 shall take precedence.
   4. The Term shall commence on Friday 4th February 2022 (the “Start Date”) and the Expiry Date shall be Friday 3rd June 2022. There is no option to extend this contract.
   5. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| **National Infrastructure Commission**  **Finlaison House**  **15-17 Furnival Street**  **London**  **EC4A 1AB**  Attention: REDACTED TEXT  Email: REDACTED TEXT | **Ove Arup & Partners Ltd**  **3 Piccadilly Place**  **Manchester**  **M1 3BN**  Attention: REDACTED TEXT  Email: REDACTED TEXT |

* 1. The following persons are Key Personnel for the purposes of the Agreement:
     1. For the Supplier:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Supplier** |
| REDACTED TEXT | REDACTED TEXT |
| REDACTED TEXT | REDACTED TEXT |
| REDACTED TEXT | REDACTED TEXT |

1.7.2 For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| REDACTED TEXT | REDACTED TEXT |
| REDACTED TEXT | REDACTED TEXT |
| REDACTED TEXT | REDACTED TEXT |

1. **Payment**

All invoices must be sent, quoting a valid purchase order number (PO Number), to: REDACTED TEXT. Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name and telephone number) of your Contracting Authority contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact: REDACTED TEXT

1. **Liaison**

For general liaison your contact will continue to be REDACTED TEXT.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED TEXT at the above address, by Tuesday 1st February 2022. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference number above in any future communications relating to this Contract.

Thank you for your cooperation.

Yours faithfully,

|  |  |
| --- | --- |
| Signed by REDACTED TEXT | |
| Name: REDACTED TEXT |  |
| Signature: REDACTED TEXT |  |
| Date: REDACTED TEXT |  |

We accept the terms set out in this letter and its Annexes, including the Conditions.

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| --- |
| Signed for and on behalf of Ove Arup & Partners Ltd (“the Supplier”) |
| Name**:** REDACTED TEXT  Job Title: REDACTED TEXT |
| Signature: REDACTED TEXT |
| Date: REDACTED TEXT |