

Redacted

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Harlow  
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Procurement Division  
National Highways  
The Cube  
199 Wharfside Street  
Birmingham  
B1 1RN

(Via CCFT)  
Sourcing portal ref: pro\_15048

<http://nationalhighways.co.uk/>

3<sup>rd</sup> April 2023

**OFFICIAL COMMERCIAL**

**SUBJECT TO CONTRACT**

**NATIONAL HIGHWAYS HIDDEN DISABILITIES SUNFLOWER SCHEME 2023-25**

Dear Redacted

Further to your submission to the Request for Quotation (RFQ) on the 28<sup>th</sup> of March 2023 I am writing to inform that National Highways intends to award this contract to your company.

Please note that the award of the contract may still be prevented or delayed if a claim is issued against National Highways prior to the execution and completion of the contract. No contract will exist until the contract has been executed and completed.

**Contract Execution**

The National Highways Short Form Agreement for Purchase of Services is attached. Please arrange for your authorised signatories to execute the contract and return the contract to us as soon as possible and no later than 4<sup>th</sup> April 2023. Please do not date the contract. We will execute and complete the contract and return one digital fully executed copy to you.

**Insurance**

Prior to entering into the contract, you are required to provide evidence that the insurances required in the contract are in place. Please submit this evidence via National Highways' e-sourcing portal.

**Publicity**

Until such time as we notify you, you must not publicise the contents of this letter or the award of this contract and all media enquiries should be directed to the relevant procurement officer via the e-sourcing portal.

Yours sincerely,

Redacted

**Senior Procurement Manager**