

 Our ref: **T0376** SPaTS 2 Procurement Team

 Your ref: National Highways

 The Cube

 199 Wharfside Street

 Birmingham

 **SPaTS 2 Lot 1 - WSP UK Ltd** B1 1RN

 via Bravo

  **24 November 2022**

**OFFICIAL**

To whom it may concern,

# SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK 2

**Lot 1 - Technical consultancy, engineering advice, research, innovation and post implementation evaluation**

**Reference**

**T0376 Network Planning – Technical Partner 2022-25**

# AWARD LETTER

On behalf of National Highways, I am authorised to accept your proposal on **30 September 2022** for the above Package Order at the prices/rates quoted.

This Package Order start date is **24 November 2022**, and the completion date is **31 March 2025.**

The authorised maximum Package Order cost is **£3,747,949.35** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

**xxx** is the Project Sponsor, and can be contacted direct on **xxx** to arrange an Inception Meeting. Please see Annex A overleaf for invoicing information.

Any queries relating to this letter and its contents should be sent via Bravo messaging.

Yours faithfully,

SPaTS 2 Procurement Team

SPaTS2@highwaysengland.co.uk

Registered office Bridge House, 1 Walnut Tree Close, Guildford GU1 4LZ

National Highways Limited registered in England and Wales number 09346363



**Annex A**

**-**

**Invoicing information**

*Please note that the Project Sponsor will be contacting you shortly with a Purchase Order number to quote on your invoices.*

1. *When you report the value of completed work each month we will give you a receipt number.*

1. *Please quote the purchase order number and the monthly receipt number on your invoice to ensure prompt payment.*

1. *Invoices must be submitted to the email address below and be in PDF format.*

1. *If you scan the original invoice/credit note, please ensure these scanned images are in black and white, in TIFF format and ideally scanned at 600 DPI, although a minimum of 300 DPI can also be used.*

1. *Be aware that any text in the body of your email, or attachments submitted in file formats other than those listed above will not be read by anyone.*

1. *When submitting your invoice(s), please also include the following information:*

|  |  |  |
| --- | --- | --- |
| **Invoice Address:**  | **Invoice Details:**  |   |
| Invoices@highwaysengland.co.uk  |  Contract Number:  | **2019/S 106-258908**  |
| Package Order Number  | **T0376**  |
| Cost Centre:  | **2411**  |
| Project Number (PIN):  | **606784, 606759, 606765**  |
| Project Sponsor  | **(as named above)**  |

Registered office Bridge House, 1 Walnut Tree Close, Guildford GU1 4LZ

National Highways Limited registered in England and Wales number 09346363