



(via the Sourcing portal)
Sourcing portal ref: itt_6348

[Redacted]
[Redacted]
Commercial & Procurement,
National Highways
Floor 2, 2 City Walk,
Leeds, LS11 9AR.
<http://highwaysengland.co.uk/>

All communications must be sent
via the Sourcing portal.

27/09/2021

OFFICIAL SENSITIVE

**RM6018 CALL-OFF CONTRACT AWARD
Freight Research Programme 2021**

Dear [Redacted]

I am writing to confirm that the Contract has been awarded to your company. The maximum contract spend during this period is £149,914.20. The start date is 27th September 2021 and the end date is the 26th September 2022. This amount is not to be exceeded without prior written notice from the National Highways Procurement Officer. The contract may be extended in one year increments by the National Highways Procurement Officer, for upto an additional 3 years until the 26th September 2025.

Contract Execution

We have provided the signed copies of the Letter of Authorisation and Contract Terms.

Insurance

You are required to provide evidence that the insurances required in the contract are in place. Please submit this evidence via Bravo within 1 week.

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 Sourcing portal.

Yours sincerely

[Redacted]
[Redacted]
[Redacted]



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.
2. Please quote the purchase order number and the monthly receipt number on your invoice to ensure prompt payment.
3. Invoices must be submitted to the email address below and be in PDF format.
4. 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.
5. 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.
6. When submitting your invoice(s), please also include the following information:

Invoice Address:	Invoice Details:	
<div></div>	Contract Number:	TBC
	Cost Centre:	TBC
	Project Number (PIN):	TBC
	Project Sponsor	<div></div>