|  |  |
| --- | --- |
| Our ref: As stated below  Your ref:    **SPaTS 2 Lot 1 - Atkins Jacobs Joint Venture**  via Bravo | SPaTS 2 Procurement Team  Highways England  The Cube  199 Wharfside Street  Birmingham  B1 1RN    **01 February 2021** |

**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**

**T0031 Annualisation Factors**

**AWARD LETTER**

On behalf of Highways England, I am authorised to accept your proposal on **11 January 2021** for the above Package Order at the prices/rates quoted.

This Package Order start date is **01 February 2021**, and the completion date is **30 April 2021**

The authorised maximum Package Order cost is **£53,585.34** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

X is the Project Sponsor, and can be contacted direct on X 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](mailto:SPaTS2@highwaysengland.co.uk)

**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:** |  |
| [Invoices@highwaysengland.co.uk](mailto:Invoices@highwaysengland.co.uk) | Contract Number: | **2019/S 106-258908** |
| Package Order Number | **T0031** |
| Cost Centre: | **2424** |
| Project Number (PIN): | **603776** |
| Project Sponsor | **(as named above)** |