|  |  |
| --- | --- |
| Our ref: 5-048  Your ref:    **Rowsell Wright**  via email | SPATS Framework  Highways England  The Cube  199 Wharfside Street  Birmingham, B1 1RN  18 December 2018 |

**OFFICIAL**

Dear Sir/Madam

**SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK**

**Lot 5 – Procurement Advice**

**5-048 Technical Support for Routes to Market – Regional Investment Programme / Operations during the Transition and Mobilisation Period**

On behalf of Highways England, I am authorised to accept your proposal submitted on 17 December 2018 for the above Package Order at the prices/rates quoted. This Package Order start date is 18 December 2018, and completion date is 28 June 2019.

The authorised maximum Package Order cost is **£89,998.85** (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 a start-up meeting. Please see overleaf for invoicing information.

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

Yours faithfully

X

Lot 5 Procurement Team

**Invoicing information**

Please note that the Project Sponsor will be contacting you shortly with an Agreement 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 agreement number and the monthly receipt number on your invoice to ensure prompt payment.
3. When submitting your invoice(s), please also include the following information:

|  |  |  |
| --- | --- | --- |
| **Invoice Address:** | **Invoice Details:** |  |
| Highways England  Accounts Payable Team  11th Floor  The Cube  199 Wharfside Street  Birmingham  West Midlands B1 1RN | Contract Number: | 2015/S 160-293835 |
| Package Order Number: | 5-048 |
| Project Sponsor: | X |
| Cost Centre: | 8110 |
| Project Number (PIN): | 570688 |