

Our ref: **C0025**  
Your ref:

CPMS Procurement Team  
National Highways  
The Cube  
199 Wharfside Street  
Birmingham  
B1 1RN

**CPMS Lot 1 - Mott MacDonald Limited**  
via eSourcing portal

**05 May 2023**

**OFFICIAL**

To whom it may concern,

**COMMERCIAL AND PROJECT MANAGEMENT SERVICES (CPMS) Framework  
Lot 1 - Commercial Services**

**Reference  
C0025  
Commercial Support SE  
AWARD LETTER**

On behalf of National Highways, I am authorised to accept your proposal on **06 April 2023** for the above Package Order at the prices/rates quoted.

This Package Order start date is **05 May 2023**, and the completion date is **30 April 2024**

The authorised maximum Package Order cost is **£277,584.07** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

Jane Medcraft is the Project Sponsor, and can be contacted direct on 07598 559380 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 a message through the eSourcing portal.

Yours faithfully

*A Harris*

Anthony Harris  
CPMS Procurement Team

## 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:*

| <b>Invoice Address:</b>  | <b>Invoice Details:</b> |                          |
|--|-------------------------|--------------------------|
| <a href="mailto:Invoices@nationalhighways.co.uk">Invoices@nationalhighways.co.uk</a> | Contract Number:        | <b>2020/S 121-298128</b> |
|  | Package Order Number    | <b>C0025</b>             |
|  | Cost Centre:            | <b>3026</b>              |
|  | Project Number (PIN):   | <b>617339</b>            |
|  | Project Sponsor         | <b>(as named above)</b>  |