

Our ref: **NTLC**

XPO Supply Chain UK Limited
 16 Charlotte Square
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 EH2 4DF

Jason Prichard
 Highways England
 Procurement Delivery
 2/09K
 Temple Quay House
 2 The Square
 Temple Quay
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 BS1 6HA

Direct Line: 0300 470 4235

16 December 2016

Dear Sir/ Madam

National Technology and Logistics Centre (NTLC)

On behalf of Highways England Company Limited, I accept your tender dated 4 November 2016 for the above contract.

This letter and the documents listed below (*in no order of precedence*) form a binding contract between the Highways England Company Limited and yourselves:

1	NTLC - Service Information V2
2	NTLC - Contract Data part 1 version 2
3	NEC 3 - Term Service Contract
4	NTLC – Collaborative Performance Framework
5	NTLC - Highways England Data Handling Policy
6	<p>NTLC - Tender Questions and Answers V16 (7 November 2016) which included the following Tender Amendments:</p> <p>TA 1: see Q&A 34 – contract data change TA 2: <i>first tender extension</i> TA 3: <i>second tender extension</i> TA 4: see Q&A 35 - insurance, service information and contract data change (<i>superseded by TA 6</i>) TA 5: <i>third tender extension</i> TA 6: see Q&A 35 - insurance, service information and contract data change (<i>supersedes TA 4</i>) TA 7: <i>fourth tender extension</i> TA 8: <i>fifth tender extension</i></p>
7	<p>XPO's tender comprising of:</p> <ul style="list-style-type: none"> • completed Form of Tender (<i>amended version issued 15 November 2016 and returned by XPO on 17 November 2016</i>) • completed Contract Data Part 2 • completed Quality Statement Part A Approach • completed Annex H Key Staff Schedule with supporting CVs • completed Quality Statement Part B Evidence

	<ul style="list-style-type: none"> • Information Assurance Statement • completed Price Schedule • completed Anti-Collusion Certificate • completed Fair Payment Charter • completed Anti-Bribery Code of Conduct • completed Anti-Fraud Code of Conduct • statement undertaking responsibility for dealing with insurance claims or parts of such claims within the excess amount
8	<p>Tender Assessment Period communications:</p> <ul style="list-style-type: none"> • Highways England's communication regarding XPO's Revised Form of Tender dated 11 November 2016 at 10.56; and XPO's communication regarding the Revised Form of Tender dated 14 November 2016; and Highways England's communication regarding XPO's still qualified Form of Tender dated 15 November 2016; and XPO's response dated 17 November 2016; and Highways England's communication finalising these matters dated 17 November 2016 • Highways England's communication correcting the Form of Tender & Contract Data part 1 dated 15 November 2016 • Highways England's Quality Clarification Question dated 23 November 2016 regarding the current site; and XPO's response dated 24 November 2016 • Highways England's Sustainability check dated 2 December 2016 regarding the mobilisation charge; and XPO's response dated 2 December 2016 • Highways England's Evidence of Insurance check dated 15 December 2016; and XPO's response dated 16 December 2016

The contract price is £5,050,962.96 (*excluding VAT*) for 3 years.

The operative period of the contract will be **3 years** plus two **+1 year** extension options (subject to Highways England operational needs and Supplier performance).

The Service Manager Stewart Young will be in contact shortly to discuss arrangements for commencement of the contract and a start-up meeting.

Invoices should be forwarded direct to:

Highways England
 FS Payments
 The Cube
 199 Wharfside Street
 Birmingham
 B1 1RN

Quoting the contract reference number **NTLC**, the appropriate Project Identification Number, the appropriate BPA and cost centre numbers (*to be provided by the Service Manager*).

ACTION NOW REQUIRED:

- Please confirm receipt and understanding of this letter.

Lastly for reference, I will be in touch in the next two weeks or so with feedback on your Tender Submission.

Yours faithfully

Jason Prichard
Procurement Delivery Officer