



Headland Consultancy
Limited
Cannon Green,
1 Suffolk Lane,
London,
EC4R 0AX.

via email

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

28/09/2021

OFFICIAL SENSITIVE

Agreement Award

**SAFETY COMMUNICATIONS TRAINING, WORKSHOPS AND
ADVISORY SERVICES**

Dear [REDACTED]

I am writing to confirm that the Agreement has been awarded to your company. The maximum contract spend during this period is £44,000 (excluding VAT). The start date is 27th September 2021 and the end date is the 26th January 2022. This amount is not to be exceeded without prior written notice from the National Highways Procurement Officer. The contract may be extended by up to two months, following additional budget approvals and written confirmation from the Procurement Officer.

Contract Execution

We have provided the signed copies of the Service Agreement.

Insurance

You are required to provide evidence that any insurances required are in place. Please submit this evidence within one 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:	
	Contract Number:	TBC
	Cost Centre:	TBC
	Project Number (PIN):	TBC
	Project Sponsor	