

Our ref: **C0049**
Your ref:

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

CPMS Lot 1 - AtkinsRéalis
via eSourcing portal

07 January 2025

OFFICIAL

To whom it may concern,

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

Reference

C0049

Cost Audit National 2025

AWARD LETTER

On behalf of National Highways, I am authorised to accept your proposal on **27 November 2024** for the above Package Order at the prices/rates quoted.

This Package Order start date is **20 January 2025**, and the completion date is **19 June 2025**

The authorised maximum Package Order cost is **£44,289.48** (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 a message through the eSourcing portal.

Yours faithfully
For and on behalf of National Highways

x
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:*

Invoice Address:	Invoice Details:	
Invoices@nationalhighways.co.uk	Contract Number:	2020/S 121-298128
	Package Order Number	C0049
	Cost Centre:	3027
	Project Number (PIN):	620109
	Project Sponsor	(as named above)