

Our ref: **M0088**
Your ref:

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

CPMS Lot 2 - Mace Consult
via eSourcing portal

29 August 2024

OFFICIAL

To whom it may concern,

COMMERCIAL AND PROJECT MANAGEMENT SERVICES (CPMS) Framework Lot 2 – Project Management Services

Reference
M0088

RIS 3 Planning and Scheduling

AWARD LETTER

On behalf of National Highways, I am authorised to accept your proposal on **08 August 2024** for the above Package Order at the prices/rates quoted.

This Package Order start date is **01 June 2024**, and the completion date is **31 March 2025**

The authorised maximum Package Order cost is **£447,157.30** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

Tom Coates is the Project Sponsor and can be contacted direct on 07759132546 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



A handwritten signature in black ink, appearing to read "W Reed", written over a horizontal line.

William Reed

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	
	Cost Centre:	
	Project Number (PIN):	
	Project Sponsor	(as named above)