

Our ref: **1-536**
Your ref:

SPATS Framework
2/09K Temple Quay House
2 The Square
Temple Quay
Bristol, BS1 6HA

Arup

via Bravo

27/02/2018

OFFICIAL

Dear Sir/Madam

**SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK
Lot 1 - Technical Consultancy, Engineering Advice, Research and Innovation**

1-536 Commissioning Form Org Design and Prog Development SW - Lot 1

On behalf of Highways England, I am authorised to accept your proposal of 21 February 2018 for the above Package Order at the prices/rates quoted.

This Package Order start date is 27 February 2018, and the completion date is 27 April 2018.

The authorised maximum Package Order cost is **£99,825.00** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

Andrew Page-Dove is the Project Sponsor, and can be contacted direct on 0300 470 4221 to arrange a start-up meeting. Please see Annex A overleaf for invoicing information.

Any queries relating to this letter and its contents should be sent via Bravo messaging.

Yours faithfully



Matthew Diggle

Email: SPATS_Framework_Lot1@highwaysengland.co.uk
(via email, please save a copy to your contract file)

Annex A - Invoicing information

Please note that the Project Sponsor will be contacting you shortly with a Blanket Purchase Agreement (BPA) number and a release number to quote with the BPA 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 BPA number, the release number and the monthly receipt number on your invoice to ensure prompt payment.
3. When submitting your invoice(s), please also include the following information:

Invoice Address:	Invoice Details:	
Highways England Accounts Payable Team 11 th Floor The Cube 199 Wharfside Street Birmingham West Midlands B1 1RN	Contract Number:	2015/S 160-293835
	Package Order Number (SPATS Work Package Number):	1-536
	Cost Centre:	3833
	Project Number (PIN):	TBC
	Project Sponsor	Andrew Page-Dove