

Our ref: **insert reference number**

Highways England Company Limited
Insert Highways England's Area Office Address

Consultants Name
Insert Consultants Address

Date: **insert date**

Request for Quotation

Contract Name: **Insert DPC PSC Contract Name and Number**
PIN Number: **Insert PIN Number**

Dear Sirs,

In accordance with this contract, please submit your Task Quotation for undertaking the services as detailed within the attached Task Brief, **Insert Task Brief Name / Number on a [lump sum/target cost/Option E basis]**.

Please return your Task Quotation to the above address before close of business on:

- **Insert required date of return, or**
- **14 days of receipt of this request for a quotation.**

Documents Provided with Request for Quotation

1. Task Brief, **insert name / number**
2. **Insert other documents provided (if not attached to Task Brief, Appendix A)**
3. **Insert other documents provided (if not attached to Task Brief, Appendix A)**

Documents to be provided with Task Quotation **(delete/insert as required)**.

1. Response to all requirements in the Task Brief,

2. A breakdown of your resources and hours – Including a quotation forecast,
3. Confirm compliance with the Highways England Health and Safety Policy and requirements therein, a copy of which is has been previously provided.
4. Insert other documents to be provided.
5. Insert other documents to be provided.

No alteration, amendment, addition or deletion of the existing contract will be accepted or included in any Task Order which may transpire as a result of this tender.

If you have any queries, please do not hesitate to contact the person named below

Yours sincerely

Highways England contact person: Insert Highways England's contact officer.
Highways England title: Insert title of contact officer
Telephone: Insert contact Tel 0300 470 XXX
E-mail: Insert contact email x.x@highwaysengland.co.uk