



Steer Davies & Gleave Ltd
REDACTED

Attn: **REDACTED**

Date: 2nd January 2018

Procurement ref: CCZZ17A42

Dear **REDACTED**,

Award of contract for the supply of the Provision of Urban Transport Network Review

Following your tender / proposal for the supply of Urban Transport Review to the National Infrastructure Commission (NIC) an Executive Agency of HM Treasury, we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract between NIC as the Customer and Steer Davies & Gleave Ltd as the Supplier for the provision of the Services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the “**Conditions**”). In the event of any conflict between this Award Letter (and its Annexes) and the Conditions, this Award Letter (and its Annexes) shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay the conclusion of the Agreement.

1. For the purposes of the Agreement, the Customer and the Supplier agree as follows:

- 1.1. The Services shall be delivered at the Supplier’s premises and/or a third party’s premises.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £91,720.00, including all extension options.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier’s response at Annex 4. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on 2nd February 2018 (the “Start Date”) and the Expiry Date shall be upon delivery of the Services as outlined within Annex 3.
- 1.5. The address for notices of the Parties are:

Customer	Supplier
National Infrastructure Commission REDACTED	Steer Davies & Gleave Ltd REDACTED

- 1.6. The following persons are Key Personnel for the purposes of the Agreement:

Name	Title/Role
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REDACTED

REDACTED

2. Payment

2.1. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

2.1.1. Payment of the price will be made at the following Payment Points:

2.1.1.1. 40% following the Authority's confirmation that Interim Results have been satisfactorily delivered;

2.1.1.2. 30% following the Authority's confirmation that Final Results have been satisfactorily delivered;

2.1.1.3. 30% following the Authority's confirmation that Final Report has been satisfactorily delivered;

2.1.2. Invoices should be submitted to **REDACTED**

3. Liaison

For general liaison your contact will continue to be **REDACTED** or, in their absence, **REDACTED**.

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of the award of this contract by signing and returning via the e-Sourcing Portal. No other form of acknowledgement will be accepted. Please remember to quote the procurement reference number above in any future communications relating to this contract.

Yours faithfully,

Signed for on behalf of NIC ("the Customer")

Name: **REDACTED**

Signature: **REDACTED**

Date: 2nd February 2018

We accept the terms set out in this letter and its Annexes, including the Conditions.

Signed for and on behalf of Steer Davies & Gleave Ltd ("the Supplier")

Name: **REDACTED**

Signature: **REDACTED**

Date: 13th February 2018

OFFICIAL