

Our ref: **1-346**  
Your ref:

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

**WSP**  
via email

Direct Line: **Redacted**

**02/08/ 2017**

## OFFICIAL

Dear Sir/Madam

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

#### **1-346 Energy Procurement - Technical Service Provision**

On behalf of Highways England, I am authorised to accept your proposal submitted on **03/07/2017** for the above Package Order at the prices/rates quoted.

This Package Order start date is 01/09/2017, and completion date is 31/03/2018.

The authorised maximum Package Order cost is **£99644.16** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

**Redacted** is the Project Sponsor, and can be contacted direct on **Redacted** to arrange a start-up meeting. Please see overleaf for invoicing information.

Any queries relating to this contract should be sent to the Lot 1 Framework Manager via the email address below.

Yours faithfully

**Redacted**

Lot 1 Framework Team

Email: [SPATS\\_Framework\\_Lot1@highwaysengland.co.uk](mailto:SPATS_Framework_Lot1@highwaysengland.co.uk)

Cc: (via email, please save a copy to your contract file)

## Invoicing information

Please note that the Project Sponsor will be contacting you shortly with a release number to quote alongside the Blanket Purchase Agreement (BPA) number on your invoices.

1. When you report the value of completed work each month we will give you a receipt number.
2. Please quote both the release number and the monthly receipt number on your invoice to ensure prompt payment.
3. When submitting your invoice(s), please include the following information:

| Invoice Address:                                                                                                                              | Invoice Details:                                       |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------|
| Highways England<br>Accounts Payable Team<br>11 <sup>th</sup> Floor<br>The Cube<br>199 Wharfside Street<br>Birmingham<br>West Midlands B1 1RN | Contract Number:                                       | 2015/S 160-293835 |
|                                                                                                                                               | Package Order Number (SPATS Work Package Task Number): | 1-346             |
|                                                                                                                                               | BPA Number:                                            | 4096692           |
|                                                                                                                                               | Project Sponsor:                                       | Redacted          |
|                                                                                                                                               | Cost Centre:                                           | 3226              |
|                                                                                                                                               | Project Number (PIN):                                  | 550641            |