|  |  |
| --- | --- |
| Our ref: **1-674**  Your ref:    **TRL**  via Bravo | SPATS Framework  2/09K Temple Quay House  2 The Square  Temple Quay  Bristol, BS1 6HA    **2 October 2018** |

**OFFICIAL**

Dear Sir/Madam

**SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK**

**Lot 1 - Technical Consultancy, Engineering Advice, Research and Innovation**

**1-674 Developing serviceability measures for road surfaces on the Strategic Road Network**

On behalf of Highways England, I am authorised to accept your proposal of 20 September 2018 for the above Package Order at the prices/rates quoted.

This Package Order start date is 2 October 2018, and the completion date is 31 January 2020.

The authorised maximum Package Order cost is **£249,994.67** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

x is the Project Sponsor, and can be contacted direct on x 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

Email: [SPATS\_Framework\_Lot1@highwaysengland.co.uk](mailto: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 an Agreement 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 agreement 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  11th Floor  The Cube  199 Wharfside Street  Birmingham  West Midlands B1 1RN | Contract Number: | 2015/S 160-293835 |
| Package Order Number (SPATS Work Package Number): | 1-674 |
| Cost Centre: | 5710 |
| Project Number (PIN): | 570902 |
| Project Sponsor | (as named above) |