

Our ref: **T0243**
Your ref:

SPaTS 2 Procurement Team
National Highways
The Cube
199 Wharfside Street
Birmingham
B1 1RN

SPaTS 2 Lot 1 - Ove Arup & Partners Limited
via Bravo

16 February 2022

OFFICIAL

To whom it may concern,

SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK 2

Lot 1 - Technical consultancy, engineering advice, research, innovation and post implementation evaluation

Reference

T0243 Improving Freight Provision – Facilities

AWARD LETTER

On behalf of National Highways, I am authorised to accept your proposal on **26 January 2022** for the above Package Order at the prices/rates quoted.

This Package Order start date is **16 February 2022**, and the completion date is **31 March 2024**

The authorised maximum Package Order cost is **£229,559.99** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

Emma Teuten is the Project Sponsor, and can be contacted direct on 0300 470 1435 to arrange an Inception 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
SPaTS 2 Procurement Team
SPaTS2@highwaysengland.co.uk

Annex A - Invoicing information

Please note that the Project Sponsor will be contacting you shortly with a Purchase Order 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 purchase order number and the monthly receipt number on your invoice to ensure prompt payment.*
- 3. Invoices must be submitted to the email address below and be in PDF format.*
- 4. If you scan the original invoice/credit note, please ensure these scanned images are in black and white, in TIFF format and ideally scanned at 600 DPI, although a minimum of 300 DPI can also be used.*
- 5. Be aware that any text in the body of your email, or attachments submitted in file formats other than those listed above will not be read by anyone.*
- 6. When submitting your invoice(s), please also include the following information:*

Invoice Address:	Invoice Details:	
Invoices@highwaysengland.co.uk	Contract Number:	2019/S 106-258908
	Package Order Number	T0243
	Cost Centre:	5617
	Project Number (PIN):	610384
	Project Sponsor	(as named above)