



The Coal  
Authority

Resolving the impacts of mining

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[REDACTED]  
Risk & Policy Analysts Ltd  
Farthing Green House  
1 Beccles road  
Loddon  
Norfolk  
NR14 6LT

8 March 2016

Our Reference: CA18/02493 (2)

Dear Ms [REDACTED]

### **Cost Benefit Assessments – Strafford Site**

On behalf of the Coal Authority I accept your tender for the above at the lump sum fixed price of £5850.00 (five thousand, eight hundred and fifty pounds) the make-up of which is shown at Appendix 1.

### **Contract Documents:**

1. The Coal Authority's Invitation to Tender dated 25 January 2016 and all documents comprised therein issued via the eTendering system.
2. Your tender dated 8 February 2016.
3. This Letter of Acceptance.

### **Commencement and Completion**

The Contract shall commence from the date of this letter and the Works shall be completed in accordance with the programme provided and in agreement between yourselves and the Coal Authority's Supervising Officer.

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**Supervising Officer**

Ms [REDACTED] Assistant Technical and R&D Manager, Telephone: [REDACTED] [REDACTED] (Mobile: [REDACTED]) has been appointed to act as the Coal Authority's Supervising Officer for the purpose of this contract and you should contact her immediately in order to agree a timed programme and make such arrangements as are necessary to carry out the work.

**Safety, Health and Environment Guidelines for Contractors**

The Authority are committed to the highest standards in respect of Safety, Health and Environmental practices to be adopted on its sites, enclosed are copies of the Authority's Guidelines in respect of this matter for distribution to your employees involved in this Contract. Additional copies are available on request from [REDACTED] [REDACTED] Head of SHE, Tel: [REDACTED] email: [REDACTED]@coal.gov.uk

**Submission of Invoices**

Your invoices (single copy only) must be based on the contract rates/prices and must bear the contract reference CA18/02493, and be in sufficient detail to enable the contract to be easily identified.

Payments will be made on Interim invoices as agreed with the Supervising Officer.

Your invoice must be submitted to the Authority's Finance Department, at the above address and made out for payment by The Coal Authority.

*Your invoices and accrual schedule (single copy only) must bear the contract reference CA18/02493 and clearly display the following information:*

- *Cost Centre: 334*
- *Account Code: 39524*
- *Site Codes: 77*

Any VAT that may be chargeable on the goods and services included on the invoice must be clearly identified.

Failure to comply with any of the above requirements may result in a delay in effecting payment.

**Freedom of Information Act 2000**

On 1 January 2005 the provisions for the Freedom of Information Act 2000 came into force and has created a general right of access to information held by public

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authorities, which includes the Coal Authority. The Authority therefore draws to your attention that it could receive requests for the release of information contained within documentation and correspondence, and the Authority will disclose information in accordance with the legislation. Should a request be received to which an exemption from disclosure may apply, the Authority will consult with you at that time.

**Transparency Agenda**

In accordance with the Government's Transparency Agenda the following information in respect of this Contract will be published on-line as stated in the tender documents:

- Publication of all individual payment transactions ie invoice information
- Contract documentation: acceptance letter, specification, Terms and Conditions, completed elements of the tender
- The tender documents issued by the Authority

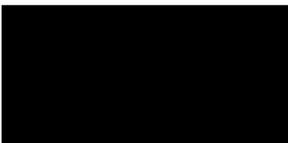
The Authority will exclude the details identified by Risk and Policy Analysts as confidential in your tender submission.

**Insurances**

The Conditions of Contract require you to carry certain insurances and in this respect the details already provided are satisfactory but this does not relieve any of your obligations under Condition 14.

Please acknowledge receipt of this letter.

Yours faithfully



**Head of Procurement**

Enc Safety, Health and Environment Guidelines for Contractors booklet

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