



The Coal  
Authority

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[REDACTED]  
WJ Groundwater Ltd,  
Unit 5  
Abbotts Business Park  
Primrose Hill  
Kings Langley  
Hertfordshire  
WD4 8FR

Our Reference: CA18/2/1/57  
23 May 2022

Dear [REDACTED]

**Title: Hydrometry Framework**

Following our letter of 8 April 2022, and the expiry of the standstill period I am writing to confirm acceptance of your tender for Lot 7 of our new Hydrometry framework

The contract for this service will consist of the following documents

**Framework Documents:**

1. The Coal Authority's Invitation to Tender dated 10 September 2021 and all documents comprised therein issued via the eTendering system.
2. Your tender dated 22 October 2021 and all information subsequently provided in response to clarification queries.
3. This Letter of Acceptance.
4. Your acknowledgement of this letter

**Commencement and Completion**

This framework commenced on 27 April 2022 and will run for a period of four years.  
No volume of work through this framework is guaranteed.

**Supervising Officer**

[REDACTED] Hydrologist has been appointed to act as the Coal Authority's Supervising Officer for the purpose of this contract.

### **Submission of Invoices**

Your invoices (single copy only) must be based on the contract rates/prices and must bear the Purchase Order reference notified to you for any awarded work package and be in sufficient detail to enable the work delivered to be easily identified.

Your invoice must be submitted to the Authority's Finance Department, at [FinanceDepartment@coal.gov.uk](mailto:FinanceDepartment@coal.gov.uk) and made out for payment by The Coal Authority.

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 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:

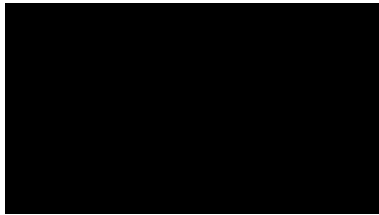
- Publication of all individual payment transactions i.e. invoice information
- Contract documentation: acceptance letter, specification, Terms and Conditions, completed elements of the tender
- The tender documents issued by the Authority

## Acknowledgement

Please acknowledge acceptance of this offer of a place on our framework by signing the following page and returning the complete letter at your earliest convenience via the Inbye portal.

We would like to thank you for the interest shown and the considerable time and effort spent in preparing your submission and we look forward to working with you on this framework.

Yours sincerely



**Senior Procurement Business Partner**



**Framework Ref:** CA18/2/1/57

**Framework Title:** Hydrometry Framework Lot 7

**Offer Acceptance**

**I / We accept this contract on the above Terms and Conditions.**

**Signed**

[Redacted Signature]

**Printed name**

**Position**

OPERATIONS DIRECTOR

**On behalf of**

WJ GROUNDWATER LIMITED

**Date**

16/06/2022

