

[REDACTED]  
Enviro Technology Services Ltd  
Unit 3 President Buildings,  
Savile Street East,  
Sheffield, UK  
S4 7UQ

Our ref: GRPM102024

Your Ref: [REDACTED]

Date: 13/11/2024

Dear [REDACTED],

**Title: Request for Quotation for supply of gravimetric reference instruments (EN 12341) to measure PM<sub>10</sub> mass concentration in ambient air**

I am pleased to inform you (the "Contractor") that the Environment Agency (the "Customer") hereby accepts your Response dated 25/10/2024 in respect of the above Agreement. The Agreement shall be carried out in accordance with the following documents. If there is any conflict, the following order of precedence applies (in descending order):

1. This award letter (described as the 'Order' in the Terms and Conditions).
2. Our Terms and Conditions which can be found at [Standard goods and services terms and conditions \(£10,000 to £50,000\) - GOV.UK](#). Defined terms in this award letter have the same meaning as given in the Terms and Conditions.
3. Our Request for Quotation dated: 23/10/2024
4. Your response received dated: 30/10/2024 which together with our Request for Quotation forms the 'Specification' for the purpose of the Terms and Conditions

The Charges for this Agreement are as follows:

Item Description	Total Value in £
<b>Purchase Cost</b>	
PM <sub>10</sub> Reference Instrument x 2 including all elements described in Specification Table 1 including a weatherproof IP54 or above housing, 4G router, with 48 filter holders and screens, 4 cassettes/magazines, 2 x cases for transporting magazines containing filter holders	[REDACTED]

<b>Optional Extras</b>	<b>Total Value</b>
Cooled Filter storage option	
Extra PM <sub>10</sub> heads	
Cost to extend the inlet height per 10cm is:	
Additional filter holders and screens	
Additional cassettes/magazines	
Additional cases for transporting magazines containing filter holders and filters	
Additional warranty costs	
<b>Delivery Costs</b>	
Total Fixed Acceptance form & Delivery Costs	

The optional extra's submitted are being considered and will be added to the order form.

These prices will remain fixed for the duration of the contract. The contract is awarded for a period of 4 months from 13/01/2024 to 13/03/2025.

The Contractor's liability must be in accordance with Clause 13.2 of the terms and Conditions is a sum equal to £5,000,000.

Shared Services Connected Limited will issue you with an electronic purchase order number.

It is our preference that all invoices are sent electronically, quoting a valid Purchase Order number to:

[APinvoices-ENV-U@gov.sscl.com](mailto:APinvoices-ENV-U@gov.sscl.com)

Alternatively, you may post to:

Shared Services Connected Limited  
Environment Agency  
PO Box 797  
Newport  
NP10 8FZ

We will require you to quote your Purchase Order number on all invoices to ensure timely payment. Invoices not containing the correct Purchase Order number will not be processed and returned to you.

The agreed terms & conditions governing this contract, as contained within the original request for quotation, shall apply to the Purchase Order.

This Agreement will be managed on behalf of the Environment Agency by [REDACTED]  
[REDACTED] The contract reference and title given above should be quoted on all correspondence.

Please acknowledge receipt of this letter and confirm your acceptance by completing the box below and returning to the authority.

Yours sincerely

[REDACTED]

[REDACTED]

Contract Manager

Email: [REDACTED]

[REDACTED]

Receipt and acceptance of award for the above Agreement, as per the Environment Agency award letter of 13/11/2024 acknowledged for supplier name by:

Name: [REDACTED]

Signature: [REDACTED]

Date: [REDACTED]