



Office for Environmental
Protection
County Hall
Spetchley Road
Worcester
WR5 2NP

www.theoep.org.uk

Contract Details

This document (the **Contract Details**) sets out the key details of the **Contract** that has been agreed between the **OEP** and the **Supplier** in relation to the supply of the **Deliverables** described in these **Contract Details**.

This document should be read along with the **Core Terms** and any **Special Terms** that apply to the **Contract**, both of which form part of the **Contract**.

Words or phrases that are defined in the **Core Terms** have the same meanings when they are used in these **Contract Details**. These **Contract Details** are the **Order Form** (the phrase used in the Core Terms) for the purposes of this **Contract**.

When these **Contract Details** are signed by both **Parties**, the **Contract** between the **Parties** is created.

1. Contract reference

Contract name:	Assessment of stakeholders' experiences and views of the drivers and pressures affecting the UK marine environment.
Contract number:	INS211

2. The Parties to the Contract

The OEP

The Office for Environmental Protection, a Non-Departmental Public Body established under the Environment Act 2021 and having its principal office at Worcestershire County Hall, Spetchley Road, Worcester, WR5 2NP.

The **OEP's** principal contact person for this **Contract** is:

Name:	John Cannon
Email:	John.cannon@theoep.org.uk

Supplier

Supplier name:	
Registered or principal office address:	
Registration number:	

The **Supplier's** principal contact person for this **Contract** is:

Name:	
Email:	

3. The Contract

The **Supplier** shall supply the **Deliverables** described below on the terms set out in these **Contract Details** and in:

- (a) the **Core Terms** (Annex 1);
- (b) the **Special Terms** (if any);
- (c) any other Annexes to these **Contract Details**; and
- (d) any other documents referenced as forming part of the **Contract**.

In the event of any conflict between these **Contract Details** and (a) or (d) above, these **Contract Details** shall prevail.

Please do not attach any **Supplier** terms and conditions to these **Contract Details** (or send them separately to the **OEP**), as they will not be accepted by the **OEP** and may delay conclusion of the **Contract**.

4. Special Terms

There are no **Special Terms** for the purposes of this **Contract**.

5. Specification

The **Specification** of the **Deliverables** is set out below:

- the **OEP's** invitation to tender or request for proposals TBC dated TBC
- the **Supplier's** tender or proposal document dated TBC (including any subsequent clarifications made to that tender or proposal document)

6. Contract Duration

Start Date	TBC or The date of the latest signature of these Contract Details
Expiry Date	TBC or unless it is otherwise extended or terminated in accordance with the terms of the Contract
Extension Period	<p>The OEP may extend the Contract Duration at its discretion in accordance with clause 9.2 of the Core Terms.</p> <p>The terms of the Contract shall continue to apply throughout any such extended period and the Expiry Date will be extended accordingly.</p>

7. Charges

The **Charges** for the **Deliverables** shall be as set out below.

Charges

The **Charges** are a fixed price of **£TBC** including VAT.

The **Charges** will be payable to the **Supplier** based on satisfactory delivery of the milestones set out in the table below.

Milestone	Milestone Date of Delivery	Milestone payment (exc VAT)	Milestone payment (inc VAT)

VAT @20%		
TOTAL		

The Supplier shall deliver each milestone by the associated milestone **Date of delivery**.

The Supplier shall be entitled to invoice the **OEP** for a milestone payment stated above when the **OEP** confirms to the **Supplier** that the associated milestone has been delivered satisfactorily.

The **Supplier** shall ensure the correct VAT rate is used for each **Charge** or **Expense** being claimed.

Any charges for any additional or amended **Services** shall be agreed with the **OEP** in advance of those **Services** commencing and shall be calculated based on rates no higher than those stated in the table below:

[illegible]

The rates set out in the table above are fixed for the **Contract Duration**

Expenses

The **Charges** set out above are inclusive of all costs and expenses relating to the provision of the **Deliverables**.

8. Payment

All invoices must be sent to the OEP's Finance function by email to finance@theoep.org.uk

The **Supplier** must be in receipt of a valid **Purchase Order Number** before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes the following details:

- a valid **Purchase Order Number**;
- the contract name and contract number;
- the **OEP's** contact person for the **Contract**;
- a detailed breakdown of **Deliverables** which have been delivered, including the delivery date and (if applicable) identification of the **Milestone(s)** completed;
- the amount of payment requested; and
- the **Supplier's** bank account details.

Invoices that are not compliant or are missing this information will be returned to the **Supplier**, which may lead to a delay in payment.

9. Key Personnel

The **Key Personnel** are stated in the table of rates provided in section 7 (Charges) of these **Contract Details**.

The **Supplier** shall use the **Key Personnel** for the stated roles in the delivery of the **Contract**.

10. Approved Subcontractors

The **Supplier** shall use the following **Approved Subcontractors** for the stated roles in the delivery of the **Contract**:

Approved Subcontractor	Role

11. Staff Vetting Requirements

The **Supplier** shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the **Contract**, relevant to the work of the **OEP**, or is of a type otherwise advised by the **OEP** (each such conviction a "Relevant Conviction"), or is found by the **Supplier** to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the **Deliverables**.

Signatures

This **Contract** is signed by the **Parties** as follows:

Signed for and on behalf of the OEP

Signed: _____

Name: _____

Role title: _____

Date of signing: _____

Signed for and on behalf of the Supplier

Signed: _____

Name: _____

Role title: _____

Date of signing: _____

Annex 1 Core Terms

The **Core Terms** are on the **OEP's** website at www.theoep.org.uk/suppliers and are incorporated into this **Contract**. The version that applies is the one current at the date of the latest signature to these **Contract Details**.

Annex 2 Special Terms

This Annex is not used.

Annex 3 Specification

This Annex is not used.

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