

[Subject to Contract]

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The Short Form Contract

SHORT FORM CONTRACT FOR THE SUPPLY OF GOODS AND/OR SERVICES

I. Cover Letter



UKHSA
10 South Colonnade
London
E14 4PU

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F +44 (0)20 0000 1234
www.gov.uk/ukhsa

Cogora Ltd
1 Giltspur Street,
London
EC1A 9DD

Attn: Cogora Ltd

Date: 11/12/2024

Our ref: C267317 PRO6185
Nursing in Practice Events- publications

Dear Sir/Madam

Following your tender/proposal for the delivery of Nursing in Practice Events we are pleased confirm our intention to award this Contract to you.

The attached Order Form, contract Conditions and the Annexes set out the terms of the Contract between the UKHSA and the Cogora Ltd for the provision of the Deliverables set out in the Order Form.

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful Delivery of the Deliverables. Please confirm your acceptance of this Contract by signing and returning the Order Form to the UKHSA at the following email: [REDACTED] within 7 days from the date of the Order Form. No other form of acknowledgement will be accepted. Please remember to include the reference numbers above in any future communications relating to this Contract.

We will then arrange for the Order Form to be signed via DocuSign, which will create a binding contract between us.

Yours faithfully,
[REDACTED]

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II. Order Form

1. Contract Reference	C267317 PRO6185 Nursing in Practice Events- publications	
2. Buyer	UKHSA 10 South Colonnade London E14 4PU	
3. Supplier	Cogora Ltd 1 Giltspur Street, London EC1A 9DD	
4. The Contract	<p>This Contract between the Buyer and the Supplier is for the supply of Deliverables.</p> <p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions") and Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p>	
5. Deliverables	Goods	None
	Services	This request is for UKHSA to participate in three Nursing in Practice events. This annual event is an opportunity to share latest UKHSA publications to improve the reach of our advice. It is also an opportunity to liaise with nurses on key public health issues. UKHSA have participated at these events for many years and have found it a valuable networking and profile raising opportunity as well as ensure nurses have access to up to date, accurate and topical publications.
6. Specification	The specification of the Deliverables is as set out below in Annex 2- Specification	

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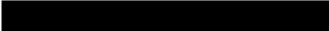
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	<p>[REDACTED]</p> <p>is our primary contact for these events, secondary contact is</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Nursing in Practice events 2024</p> <p>Three specialist health conference events across the country (Southampton, London and Liverpool) where the Immunisation Publications Team and the Nursing and Midwifery Team from Immunisation Programmes: Design Implementation and Clinical Guidance dept, promote Immunisation resources and meet face to face with Nurses and other health professionals who are delivering the immunisation programmes. These events are essential to promote the resources we produce, from professional training and clinical guidance to patient facing consent materials to the workforce. We see a significant uptick in searches and orders following events like these, particularly those where the primary audience is Nurses as they are the predominant portion of the healthcare workforce delivering immunisations which contribute to our impact and the success of the novel programmes we launch each year such as shingles, RSV, COVID-19, flu, pneumococcal and MMR.</p> <p>Our presence at these events allows us to answer clinical queries, promote our work and contribute to the education and confidence of healthcare workers in the broad range of immunisation programmes</p> <p>We evaluate and report on these events to our specialist immunisation programme boards and use metrics such as analytics to record footfall, enquiries, and increased ordering of our resources through the web portal. For example: The last Nursing focused event we attended was responsible for driving 1000 + new scans of our Health Publications QR code and boosting click through to the gov website.</p>
<p>7. Start Date</p>	<p>See the contract signature date</p>
<p>8. Expiry Date</p>	<p>31/12/2024</p>
<p>9. Extension Period</p>	<p>Not applicable</p>

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<p>10. Optional Intellectual Property Rights ("IPR") Clauses</p>	<p>Not applicable</p>
<p>11. Charges</p>	<p>The Charges for the Deliverables shall be as set out below: £16,200.00 exclusive of VAT</p>
<p>12. Payment</p>	<p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.</p> <p>All invoices must be sent, quoting a valid Purchase Order Number (PO Number), to:</p> <p>UK Health Security Agency, Manor Farm Road, Porton Down, Salisbury, SP4 0JG UKHSA VAT No: GB888851648 </p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.</p> <p>Payments will be made to: </p>

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<p>13. Data Protection Liability Cap</p>	<p>In accordance with clause 12.5 of the Conditions, the Supplier's total aggregate liability under clause 14.7(e) of the Conditions is no more than the Data Protection Liability Cap, being £500,000</p>				
<p>14. Progress Meetings and Progress Reports</p>	<ul style="list-style-type: none"> ● The Supplier shall attend progress meetings with the Buyer every quarter. ● The Supplier shall provide the Buyer with progress reports every quarter. <p><i>See clause 7.1 of the Conditions for further details</i></p>				
<p>15. Buyer Authorised Representative(s)</p>	<p>For general liaison your contact will continue to be:</p> <p>[REDACTED]</p> <p>or, in their absence,</p> <p>[REDACTED]</p>				
<p>16. Supplier Authorised Representative(s)</p>	<p>For general liaison your contact will continue to be:</p> <p>[REDACTED]</p> <p>or, in their absence,</p> <p>[REDACTED]</p>				
<p>17. Address for notices</p>	<table border="0"> <tr> <td style="vertical-align: top;"> <p>Buyer:</p> <p>UKHSA 10 South Colonnade London E14 4PU</p> </td> <td style="vertical-align: top;"> <p>Supplier:</p> <p>Cogora Ltd 1 Giltspur Street, London EC1A 9DD</p> </td> </tr> <tr> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> </table>	<p>Buyer:</p> <p>UKHSA 10 South Colonnade London E14 4PU</p>	<p>Supplier:</p> <p>Cogora Ltd 1 Giltspur Street, London EC1A 9DD</p>	[REDACTED]	[REDACTED]
<p>Buyer:</p> <p>UKHSA 10 South Colonnade London E14 4PU</p>	<p>Supplier:</p> <p>Cogora Ltd 1 Giltspur Street, London EC1A 9DD</p>				
[REDACTED]	[REDACTED]				

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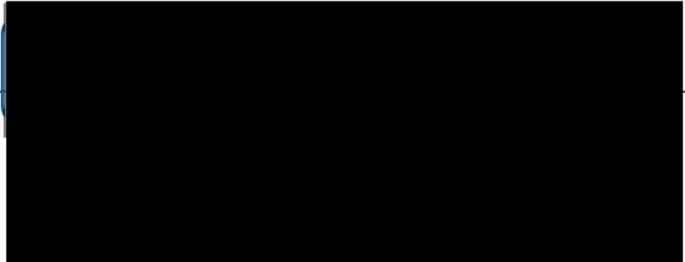
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<p>18. Key Staff</p>	<p>Key Staff Role: Commercial Officer Key Staff Name: [REDACTED] Contact Details: [REDACTED]</p> <p>Key Staff Role: Immunisation publications manager Key Staff Name: [REDACTED] Contact Details: [REDACTED]</p>
<p>19. Procedures and Policies</p>	<p>For the purposes of the Contract the:</p> <p>https://www.gov.uk/government/publications/security-policy-framework</p> <p>https://www.gov.uk/government/publications/environmental-and-sustainability-policy</p> <p>CCS social value policy - GOV.UK (www.gov.uk)</p>
<p>20. Special Terms</p>	<p>N/A</p>
<p>21. Incorporated /terms</p>	<p>The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies:</p> <ul style="list-style-type: none"> a) The cover letter from the Buyer to the Supplier b) This Order Form c) The following Annexes in equal order of precedence: <ul style="list-style-type: none"> i. Annex 1 – Processing Personal Data ii. Annex 2- Specification iii. Annex 3- Charges

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Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer
	
Date Signed: 11/12/2024	Date Signed: 13/01/2025