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Department for
Business, Energy
& Industrial Strategy

1 Victoria Street
London SW1H 0ET

[REDACTED]

www.beis.gov.uk

Energy Systems Catapult
7th Floor, Cannon House, 18 The Priory Queensway, Birmingham B4 6BS

[REDACTED]

Date: 14/11/2022

[REDACTED]

Dear [REDACTED]

RE: Alternate delegates for ten International Energy Agency Technology Collaboration Programmes - LOT 10 - ISGAN

Following your proposal for the above procurement to The Department for Business, Energy & Industrial Strategy ("BEIS"), we are pleased confirm our intention to award you this contract.

The attached contract details ("**Order Form**"), contract conditions, and the Annexes set out the terms of the contract between you and BEIS 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 this contract. Please confirm your acceptance of the Conditions by signing and returning the Order Form to [REDACTED] [REDACTED] within seven days from the date of this Order Form. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

We will then arrange for the Order Form to be countersigned which will create a binding contract between us.

Yours faithfully,

[REDACTED]

¹ NB due to an administrative error, the copy of our ITT in Annex 2 lists the tender reference number (TRN) as [REDACTED]. This is incorrect, the correct TRN is [REDACTED].

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Order Form

1. Contract Reference	[REDACTED]	
2. Date	14/11/2022	
3. Buyer	Science and Innovation for Climate and Energy (SICE) directorate The Department for Business, Energy and Industrial Strategy 1 Victoria Street London SW1H 0ET	
4. Supplier	Energy Systems Catapult 7th Floor, Cannon House, 18 The Priory Queensway, Birmingham B4 6BS <i>Companies House Number 08705784</i>	
5. The Contract	<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 any Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p> <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.</p>	
6. Deliverables	Goods	[None]
	Services	To be performed at the Supplier's premises at the above address.
7. Specification	The specification of the Deliverables is as set out in Annex 2 (BEIS ITT), dated 11 th August 2022.	
8. Term	<p>The Term shall commence on 14th November 2022.</p> <p>and the Expiry Date shall be 31st March 2025, unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract.</p>	
9. Charges	The Charges for the Deliverables shall be as set out Annex 3 (Supplier Proposal) dated 1st September 2022.	
10. Payment	All invoices must be sent, quoting a valid purchase order number (PO Number), to:	

	<p>[REDACTED]</p> <p>Within 15 Working Days of receipt of your countersigned copy of this letter, 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, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager/BEIS Delegate). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p>		
11. Buyer Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>[REDACTED]</p> <p>or, in their absence,</p> <p>[REDACTED]</p>		
12. Address notices for	<table border="0"> <tr> <td style="vertical-align: top;"> <p>Buyer:</p> <p>Science and Innovation for Climate and Energy (SICE) directorate The Department for Business, Energy and Industrial Strategy 1 Victoria Street London SW1H 0ET</p> <p>[REDACTED]</p> </td><td style="vertical-align: top;"> <p>Supplier:</p> <p>Energy Systems Catapult 7th Floor, Cannon House, 18 The Priory Queensway, Birmingham B4 6BS</p> <p>[REDACTED]</p> </td></tr> </table>	<p>Buyer:</p> <p>Science and Innovation for Climate and Energy (SICE) directorate The Department for Business, Energy and Industrial Strategy 1 Victoria Street London SW1H 0ET</p> <p>[REDACTED]</p>	<p>Supplier:</p> <p>Energy Systems Catapult 7th Floor, Cannon House, 18 The Priory Queensway, Birmingham B4 6BS</p> <p>[REDACTED]</p>
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13. Key Personnel	<table border="0"> <tr> <td style="vertical-align: top;"> <p>Buyer: As above</p> <p>Attention: As above</p> <p>Email: As above</p> </td><td style="vertical-align: top;"> <p>Supplier: As above</p> <p>Attention: As above</p> <p>Email: As above</p> </td></tr> </table>	<p>Buyer: As above</p> <p>Attention: As above</p> <p>Email: As above</p>	<p>Supplier: As above</p> <p>Attention: As above</p> <p>Email: As above</p>
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14. Procedures and Policies	<p>For the purposes of the Contract, obligations in the field of environment, social and labour law are described under "Discretionary exclusions" on pages 68-69 of Annex 2 (BEIS ITT). Data security requirements are covered on pages 34-35 of the same document.</p> <p>The Buyer may require the Supplier to ensure that any person employed in the delivery of the Deliverables has undertaken a Disclosure and Barring Service check.</p> <p>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</p>		

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	of the Buyer, or is of a type otherwise advised by the Buyer (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.
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Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer
Name: [REDACTED]	Name: [REDACTED]
Date: 17 November 2022 12:25 GMT	Date: 22/11/2022
Signature: [REDACTED]	Signature: [REDACTED]

Annex 1 – Authorised Processing Template

Contract:	Alternate delegate for the International Energy Agency Technology Collaboration Programme – Lot 10 ISGAN
Date:	14 th November 2022
Description Of Authorised Processing	Details
Subject matter of the processing	<p>The processing of names and business contact details of staff of both the Authority and the Contractor will be necessary to deliver the services exchanged during the course of the Contract, and to undertake contract and performance management.</p> <p>The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.</p> <p>The processing of names and business contact details of experts in the IEA TCP field will be needed in order to ensure the contractor can effectively deliver the contract to build/maintain a National Team of experts.</p>
Duration of the processing	Processing will take place from the start of the contract, for the duration of the Contract. Data will be transferred back to BEIS and stored within BEIS at the end of the contract. The Contract will end on 31 st March 2025.
Nature and purposes of the processing	<p>The nature of the processing will include collection, recording, organisation, structuring, storage.</p> <p>Processing takes place for the purposes of contacting experts and tracking attendance at meetings.</p> <p>The nature of processing will include the storage and use of names and business contact details of staff of both the Authority and the Contractor as necessary to deliver the services and to undertake contract and performance management. The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.</p>
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