



Office for Environmental  
Protection  
Wildwood  
Wildwood Drive  
Worcester  
WR5 2QT  
[www.theoep.org.uk](http://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:	Green Finance
Contract number:	INS299

### 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 Wildwood, Wildwood Drive Worcester WR5 2QT

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

<b>Name:</b>	John Cannon
<b>Email:</b>	<a href="mailto:John.cannon@theoep.org.uk">John.cannon@theoep.org.uk</a>

## Supplier

<b>Supplier name:</b>	
<b>Registered or principal office address:</b>	
<b>Registration number:</b>	

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

<b>Name:</b>	
<b>Email:</b>	

## 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

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

<b>Milestone</b>	<b>Milestone Date of Delivery</b>	<b>Milestone payment (exc VAT)</b>	<b>Milestone payment (inc VAT)</b>

VAT @20%		
<b>TOTAL</b>		

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](mailto: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](http://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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