

Award Form
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Award Form

This Award Form creates the Contract. It summarises the main features of the procurement and includes the Buyer and the Supplier's contact details.

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| 1. | Buyer | Business, Energy & Industrial Strategy (BEIS) (the Buyer). Its offices are on: 1 Victoria Street, London, SW1H 0ET |
| 2. | Supplier | Name: [Insert name (registered name if registered)] Address: [Insert address registered address if registered] Registration number: [Insert registration number if registered] SID4GOV ID: [Insert SID4GOV ID if you have one] |
| 3. | Contract | This Contract between the Buyer and the Supplier is for the supply of Deliverables. This opportunity is advertised on Find a Tender [Insert reference number]. |
| 4. | Contract reference | CS21627 |
| 5. | Deliverables | Supporting the Secretary of State in the accreditation and oversight of ADR providers in consumer markets in the UK. See Schedule 2 (Specification) for further details. |
| 6. | Start Date | TBC Day Month Year |
| 7. | End Date | TBC Day Month Year |
| 8. | Extension Period | The initial contract will be for 3 years with the option to extend on an annual basis for years 4 and 5 (3+2) |
| 9. | Incorporated Terms (together these documents form the 'the Contract') | The following documents are incorporated into the Contract. Where numbers are missing we are not using these Schedules. If the documents conflict, the following order of precedence applies: <ul style="list-style-type: none"> • This Award Form • Core Terms (version 1.0) • Schedule 1 (Definitions) • Schedule 20 (Processing Data) • The following Schedules (in equal order of precedence): |

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| | | <ul style="list-style-type: none"> • Schedule 2 (Specification) • Schedule 6 (Transparency Reports) • Schedule 7 (Staff Transfer) • Schedule 10 (Service Levels) • Schedule 11 (Continuous Improvement) • Schedule 13 (Contract Management) • Schedule 14 (Business Continuity and Disaster Recovery) • Schedule 16 (Security) • Schedule 19 (Cyber Essentials Scheme) • Schedule 20 (Processing Data) • Schedule 21 (Variation Form) • Schedule 22 (Insurance Requirements) • Schedule 25 (Rectification Plan) • Schedule 26 (Corporate Social Responsibility) • Schedule 27 (Key Subcontractors) • Schedule 29 (Key Supplier Staff) • Schedule 30 (Exit Management) • Schedule 4 (Tender) as long as any part of the Tender that offers a better commercial position for the Buyer takes precedence over the documents above |
| 10. | Special Terms | N/A |
| 11. | Buyer's Environmental Policy | <p>Document name</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/675134/beis-environmental-policy-2018.pdf</p> |
| 12. | Buyer's Security Policy | Schedule 16 |

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| 13. | Social Value Commitment | The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with the social value commitments in Schedule 4 (Tender) |
| 14. | Commercially Sensitive Information | Not applicable |
| 15. | Charges | Details in Schedule 3 (Charges) |
| 16. | Reimbursable expenses | None |
| 17. | Payment method | <p>The Supplier shall submit an invoice within 28 days of supplying the Supplies and or performing Services to the satisfaction of the Contracting Authority. The invoice shall show the amount of VAT payable and bear the Purchase Order number. Save where an invoice is disputed, the Contracting Authority shall pay the Contractor within 30 days of receipt of an invoice via BACS payment.</p> <p>Invoices should be sent to ap@uksbs.co.uk or Billingham (UKSBS, Queensway House, West Precinct, Billingham, TS23 2NF)</p> |
| 18. | Service Levels | <p>Service Credits will accrue in accordance with Schedule 10 (Service Levels)</p> <p>The Service Credit Cap is: 25% of annual contract value</p> <p>The Service Period is: one Month</p> <p>A Critical Service Level Failure is: 75% or below</p> |
| 19. | Insurance | Details in Annex of Schedule 22 (Insurance Requirements). |
| 20. | Liability | In accordance with Clause 11.1 of the Core Terms each Party's total aggregate liability in each Contract Year under the Contract (whether in tort, contract or otherwise) is no more than the greater of £5 million or 150% of the Estimated Yearly Charges |
| 21. | Cyber Essentials Certification | Cyber Essentials Scheme basic Certificate (or equivalent). Details in Schedule 19 (Cyber Essentials Scheme) |
| 22. | Progress Meetings and Progress Reports | <ul style="list-style-type: none"> The Supplier shall attend Progress Meetings with the Buyer every quarter |

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| | | <ul style="list-style-type: none"> The Supplier shall provide the Buyer with Progress Reports every quarter |
| 23. | Guarantee | Not applicable |
| 24. | Supplier Contract Manager | [Insert name] [Insert job title] [Insert email address] [Insert phone number] |
| 25. | Supplier Authorised Representative | [Insert name] [Insert job title] [Insert email address] [Insert phone number] |
| 26. | Supplier Compliance Officer | [Insert name] [Insert job title] [Insert email address] [Insert phone number] |
| 27. | Supplier Data Protection Officer | [Insert name] [Insert job title] [Insert email address] [Insert phone number] |
| 28. | Supplier Marketing Contact | [Insert name] [Insert job title] [Insert email address] [Insert phone number] |
| 29. | Key Subcontractors | Key Subcontractor 1 Name (Registered name if registered) [insert name] Registration number (if registered) [insert number] |

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| | | Role of Subcontractor [insert role] [Guidance: copy above lines as needed] |
| 30. | Buyer Authorised Representa tive | [Insert name] [Insert job title] [Insert email address] [Insert phone number] |

| For and on behalf of the Supplier: | | For and on behalf of the Buyer: | |
|------------------------------------|--|---------------------------------|--|
| Signature: | | Signature: | |
| Name: | | Name: | |
| Role: | | Role: | |
| Date: | | Date: | |