

Commissioning Letter

Company name

Address

Postcode

Insert Date

Dear

PS22407 – Research Collaboration Network Framework for - Insert title of services to be provided

Thank you for your response to the Specification for the above Commission by The Department for Business, Energy and Industrial Strategy (BEIS) (the Contracting Authority) through PS22407 – Research Collaboration Network Framework dated Insert date.

Contracting Parties

This Call-Off Contract is between

- (1) Department for Business, Energy and Industrial Strategy (BEIS); and
- (2) Insert tenderer's name (the Framework Agreement).

Annexes:

A.	Mini-Competition Tender dated Insert date
B.	Suppliers Mini-Competition Response Insert date
C.	Clarification of Tender / Bid Response delete if not required

The Department for Business, Energy and Industrial Strategy (BEIS) accepts your Mini-Competition Response (Annex B), submitted in response to our Mini-Competition Tender (Annex A), as clarified or modified by the correspondence between us (Annex C) delete if not required.

Terms and Conditions

The Terms and Conditions applicable to this contract are those set out in PS22407 – S3 – Services Purchasing Contract to the Framework, including the following Special Clauses;

Special Clause 1 –

Contract Price

The agreed total charges are £xxxx exclusive of VAT

The breakdown of the total contract charges are:

Role / Job Title / Name	Number of days	Rate (£)

OFFICIAL-SENSITIVE (COMMERCIAL)

The agreed invoice schedule is as follows:

[Insert invoice schedule]

All invoices should be sent to [insert contact name and details]

Your invoice(s) for this work must include the following information:

Commission number: [insert project number]

You are reminded that any Intellectual Property Rights provided in order to perform the Services will remain the property of the Contracting Authority.

The Services Commencement Date is XXX

The Completion date is XXX

The Contract may be terminated for convenience by giving 30 days notice in accordance with clause A3-8 of the PS22407 – S3 – Services Purchasing Contract.

Where GDPR applies, The Supplier shall only process in accordance with the instructions as advised in Annex C and comply with any further written instructions with respect to processing by the Contracting Authority delete if not required.

The Authorised Representative for this Commission will be [insert name] who can be contacted at [insert contact details].

[Insert details of any Key Personnel, Contract monitoring, Management Information and meetings, and Confidential Information (what information is confidential and how long must its confidentiality be maintained)]

Congratulations on your success in being selected to undertake this Commission.

Yours sincerely

[Name of authorised signature of Customer]

BY SIGNING AND RETURNING THIS COMMISSIONING LETTER THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in this Commissioning Letter and Annexes incorporating the rights and obligations in the Call-off Terms and Conditions set out in the Framework Agreement.

Signed on behalf of (Contracting Authority)

Name and Title	
Signature	
Date	

OFFICIAL-SENSITIVE (COMMERCIAL)

Signed on behalf of (supplier)

Name and Title	
Signature	
Date	

Annex A – Mini-Competition Tender

Annex B – Suppliers Mini-Competition Response

Annex C – Clarification of Tender / Bid Response