



Intellectual
Property
Office

Concept House
Cardiff Road, Newport
NP10 8QQ

T +44 (0) 30 0300 2000
MC +44 (0) 30 0020 0015

Direct Line: REDACTED
E-Mail: R e d a c t e d
Our Ref: C2682
Date: 27th January 2023

FAO: REDACTED
Reputation (RI) UK Ltd (t/a The RepTrak Company)
150 Aldersgate Street,
London
EC1A 4AB

Dear
Redacted

C2682 Provision of Research and Reputation Tracking

Acting on behalf of the Secretary of State for the Department for Business, Energy and Industrial Strategy operating through the Chief Executive of the Intellectual Property Office (an operating name of the Patent Office), I am pleased to confirm that your proposal for the above services has been accepted.

The terms and conditions of this award are based upon:

1. This Offer letter.
2. The submission of Statement of Works (SOW's) for Public Sector RepTrak Waves 18 and 19 to be delivered from 6 April 2023 to 5 April 2024.
3. BEIS standard terms & conditions of contract for the purchase of services;
4. Achieving Transparency and Information Sharing in Government Procurement Exercises;
5. Other conditions defined as part of this award letter.

Terms and Conditions

As stated, the BEIS standard terms and conditions of contract for services will govern the provision of any services provided under this agreement. Further details of these terms can be found below:

[BEIS Standard Terms and Conditions of contract for Services
\(publishing.service.gov.uk\)](https://publishing.service.gov.uk)



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Specific Condition

Any information or data gathered by the contractor as part of or during the process of delivery of our requirement remains the sole property of the INTELLECTUAL PROPERTY OFFICE. The contractors must not divulge, discuss or share findings, reports or outcomes with any other parties other than the IPO. All customer data used, provided or gathered for this project remains the property of the IPO and must not be sold on to any other party unless prior written permission is provided.

Invoicing and Payment Terms

The contract will be performed for the amount of £70,000.00 (including VAT) for two SoW's (Numbers 18 and 19 over 12 months from 6 April 2023 to 5 April 2024. Payment will be made at completion of the deliverables agreed by the INTELLECTUAL PROPERTY OFFICE and detailed in a Statement of Works provided by Reputation (RI) UK Ltd (t/a The RepTrak Company).

All valid invoices will be paid within 30 days of receipt. Please submit your Invoice by e-mail, quoting the purchase order reference and the contract reference C2682. Please include a full breakdown of charges for the services being provided to: REDACTED.

The invoice must be submitted promptly following completion of the services and must contain sufficient detail to allow the IPO to determine the exact services for which it is being charged.

Limitation of Liability

The IPO's entire limitation of liability under this contract shall not exceed £70,000.00 including VAT.

Contact Information

IPO Contract Manager:

REDACTED

Tel: REDACTED
E-mail: R E D A C T E D



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Nothing contained in this Offer and in the attached shall be construed as notifying or implying acceptance by the Authority of any estimated or suggested price or of any condition of Contract which may have been referred to orally or in writing in any previous discussion or correspondence.

Yours sincerely,

REDACTED

REDACTED

Commercial Support Manager – People Services

BY SIGNING THIS AWARD LETTER THE SUPPLIER AGREES to enter a legally binding contract with the Customer to provide the Services. The Parties hereby acknowledge and agree that they have read the terms and conditions and by signing below agree to be bound by the terms of this Contract.

Signed by an authorised signatory for and behalf of the Supplier

Supplier_Signature

REDACTED

2 Mar 2023

REDACTED

Director Account Management

The RepTrak Company

For and on behalf of the Buyer

Contracting_Authority_Signature

REDACTED

Full Name: REDACTED

Job Title/Role: Commercial Category Manager - People Services

Date Signed: 3/3/23