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| --- | --- | --- |
|  |  | Office for Environmental ProtectionCounty HallSpetchley RoadWorcesterWR5 2NPwww.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:** | e-Procurement System  |
| **Contract number:** | COS095-01 |

1. 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 Worcestershire County Hall, Spetchley Road, Worcester, WR5 2NP.

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

|  |  |
| --- | --- |
| **Name:** | John Cannon |
| **Email:** | procurement@theoep.org.uk |

**Supplier**

|  |  |
| --- | --- |
| **Supplier name:** | <Insert Supplier's name> |
| **Registered or principal office address:** | <Insert registered address (if registered) or principal office address (if not registered)> |
| **Registration number:** | <Insert registration number (if registered)> |

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

|  |  |
| --- | --- |
| **Name:** | <Insert name> |
| **Email:** | <Insert email address> |

1. 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**.

1. Special Terms

There are no **Special Terms** for the purposes of this **Contract**.

1. Specification

The **Specification** of the **Deliverables** is set out below:

* the **OEP's** invitation to tender or request for proposals dated <Insert date>
* the **Supplier’s** tender or proposal document dated <Insert date> (including any subsequent clarifications made to that tender or proposal document)
1. Contract Duration

|  |  |
| --- | --- |
| Start Date | The date of the latest signature of these Contract Details[or]<Insert the date on which the contract will start> |
| **Expiry Date** | <Insert the date on which the contract will end unless extended or subject to early termination |
| **Extension Period** | The **OEP** may extend the **Contract Duration** at its discretion in accordance with clause 9.2 of the **Core Terms**.The terms of the **Contract** shall continue to apply throughout any such extended period and the **Expiry Date** will be extended accordingly. |

1. Charges

The **Charges** for the **Deliverables** shall be as set out below.

**Charges**

The **Charges** are a fixed price of <Insert fixed price> (including VAT).

The **Charges** will be payable to the **Supplier** based on satisfactory delivery of the milestones set out in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Milestone | Milestone Date of Delivery | Milestone payment |
| 1 | <Insert description of milestone> | <Insert delivery date> | <Insert payment amount> |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  | Sub-Total (excluding VAT) |  |
|  | **TOTAL (including VAT)** |  |

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:

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Supplier Staff | Key Personnel? | Rate (per <day>/<hour>)(excluding VAT) |
| <Insert role of individual, or category of role title, in the delivery of the Contract> | <Insert name of individual> | <Yes or No> | <Insert rate> |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The rates set out in the table above are fixed for the **Contract Duration**

1. Expenses

The **Charges** set out above are inclusive of all costs and expenses relating to the provision of the **Deliverables**.

1. Payment

All invoices must be sent to the OEP’s Finance function by email to **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.

1. Key Personnel

The Key Personnel are stated in the table of rates provided in section 7 (Charges) of these Contract Details

1. Approved Subcontractors

There are no **Approved Subcontractors** for the purposes of this **Contract**.

**[or]**

The **Supplier** shall use the following **Approved Subcontractors** for the stated roles in the delivery of the **Contract**:

|  |  |
| --- | --- |
| Approved Subcontractor | Role  |
| <Insert name, address and (if applicable) registered number of the Approved Subcontractor> | <Insert role of the Approved Subcontractor in the delivery of the Contract> |
|  |  |

1. 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.