

## II. Cover Letter

Department for Science, Innovation & Technology (DSIT)  
22-26 Whitehall Place,  
London,  
SW1A 2EG

Carbon Trust Advisory Ltd  
Level 5, Arbor House  
255 Blackfriars Road  
London  
SE19AX

Attn: **REDACTED**  
By email to: **REDACTED**

Date: 29th October 2024

Your ref: N/A

Our ref: PS24200

Dear Carbon Trust Advisory Ltd,

Following your tender/proposal for the supply of PS24200 UK Space Greenhouse Gas Emissions to Department for Science, Innovation & Technology (DSIT), we are pleased confirm our intention to award this Contract to you.

The attached Order Form, contract Conditions and the Annexes set out the terms of the Contract between Department for Science, Innovation & Technology (DSIT) and Carbon Trust Advisory Ltd for the provision of the Deliverables set out in the Order Form.

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful Delivery of the Deliverables. Please confirm your acceptance of this Contract by signing and returning the Order Form to **REDACTED** at the following email address:

[Professionalservices@uksbs.co.uk](mailto:Professionalservices@uksbs.co.uk) within 7 days from the date of the Order Form. No other form of acknowledgement will be accepted. Please remember to include the reference number(s) above in any future communications relating to this Contract.

We will then arrange for the Order Form to be countersigned which will create a binding contract between us/You should arrange for the Order Form to be countersigned which will create a binding contract between us.

Yours faithfully,

**REDACTED**

Category Manager – Professional Services

UK Shared Business Services

On behalf of Department for Science, Innovation & Technology (DSIT)

### III. Order Form

<b>1. Contract Reference</b>	PS24200 UK Space Sector Emissions	
<b>2. Buyer</b>	Department for Science, Innovation & Technology (DSIT), 22-26 Whitehall Place, London, SW1A 2EG. In entering into this Contract, the Buyer is acting as part of the Crown and the Supplier shall be treated as contracting with the Crown as a whole.	
<b>3. Supplier</b>	Carbon Trust Advisory Ltd, Level 5, Arbor House, 255 Blackfriars Road, London, SE19AX (if registered), and registration number 06274284.	
<b>4. The Contract</b>	<p>This Contract between the Buyer and the Supplier is for the supply of Deliverables.</p> <p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions (“<b>Conditions</b>”) and Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.</p>	
<b>5. Deliverables</b>	<b>Goods</b>	None
	<b>Services</b>	<ul style="list-style-type: none"> <li>in Annex 2 – Specification</li> <li>in the Supplier’s tender as set out in Annex 4 – Supplier Tender</li> </ul>
<b>6. Specification</b>	<p>The specification of the Deliverables is as set out:</p> <ul style="list-style-type: none"> <li>in Annex 2 – Specification</li> <li>in the Supplier’s tender as set out in Annex 4 – Supplier Tender.</li> </ul>	
<b>7. Start Date</b>	31st October 2024	
<b>8. Expiry Date</b>	21st March 2025	
<b>9. Extension Period</b>	Not applicable	
<b>10. Buyer Cause</b>	Any Material Breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier.	
<b>11. Optional Intellectual Property</b>	Not applicable	

<b>Rights ("IPR") Clauses</b>	
<b>12. Charges</b>	<p>The Charges for the Deliverables shall be as set out:</p> <ul style="list-style-type: none"> <li>• in <b>Annex 3 – Charges</b></li> </ul>
<b>13. Payment</b>	<p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.</p> <p>All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to: <a href="mailto:ap@uksbs.co.uk">ap@uksbs.co.uk</a></p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.</p> <p>Payments will be made to via BACS payment.</p> <p>If you have a query regarding an outstanding payment please contact our [Accounts Payable] team either by email to: <a href="mailto:ap@uksbs.co.uk">ap@uksbs.co.uk</a> or by telephone 01793-867204 between 09:00 and 17:00 Monday to Friday.</p>
<b>14. Data Protection Liability Cap</b>	<p>In accordance with clause 12.6 of the Conditions, the Supplier's total aggregate liability under clause 14.7.5 of the Conditions is no more than the Data Protection Liability Cap, being £500,000</p>
<b>15. Progress Meetings and Progress Reports</b>	<ul style="list-style-type: none"> <li>• The Supplier shall attend progress meetings Fortnightly (dates to be agreed during inception meeting)</li> <li>• The Supplier shall provide the Buyer with progress reports Fortnightly (dates to be agreed during inception meeting)</li> </ul>
<b>16. Buyer Authorised Representati ve(s)</b>	<p>For general liaison your contact will continue to be</p> <p><b>REDACTED</b></p> <p>or, in their absence,</p> <p><b>REDACTED</b></p>

<b>17. Supplier Authorised Representative(s)</b>	For general liaison your contact will continue to be <b>REDACTED</b>
<b>18. Address for notices</b>	<div> Department for Science, Innovation &amp; Technology (DSIT), 22-26 Whitehall Place, London, SW1A 2EG  <b>REDACTED</b> </div> <div> Carbon Trust Advisory Ltd, Level 5, Arbor House, 255 Blackfriars Road, London, SE19AX  <b>REDACTED</b> </div>
<b>19. Key Staff</b>	<b>REDACTED</b>
<b>20. Procedures and Policies</b>	For the purposes of the Contract the: THE BUYER'S ENVIRONMENTAL POLICY <a href="#">DESNZ DSIT Environmental Policy</a> BUYER'S SECURITY POLICY <a href="#">Security policy framework: protecting government assets - GOV.UK (www.gov.uk)</a>
<b>21. Special Terms</b>	Not Applicable
<b>22. Incorporated Terms</b>	The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies: (a) The cover letter from the Buyer to the Supplier dated 29 <sup>th</sup> October 2024 (if used) (b) This Order Form (c) Any Special Terms (see row 21 (Special Terms) in this Order Form) (d) Conditions (as they may be amended by - NOT USED) (e) The following Annexes in equal order of precedence: <ul style="list-style-type: none"> <li>i. Annex 1 – Processing Personal Data</li> <li>ii. Annex 2 – Specification</li> <li>iii. Annex 3 - Charges</li> <li>iv. Annex 4 – Supplier Tender, unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer, in its absolute discretion), in which case that part of the Tender will take precedence over the documents above.</li> </ul>