



Purchase Order

ORDER NO: SER/0702

DATE OF ORDER: 23 August 2017

(to be quoted on all invoices and correspondence relating to this Order)

FROM: (name and address of Customer)

TO: (name and address of Contractor)

Tim Griffiths
Water Services Regulation Authority (Ofwat)
4th Floor
21 Bloomsbury Street
London
WC1B 3HF

[REDACTED]
Networkers International (UK) plc
Hanover Place
8 Ravensbourne Road
Bromley
Kent
BR1 1HP

T: +44 (0)121 644 7610
E: tim.griffiths@ofwat.gsi.gov.uk
www.ofwat.gov.uk

[REDACTED]

SERVICES TO BE DELIVERED TO

INVOICE ADDRESS

Bloomsbury House
21 Bloomsbury Street
London
WC1B 3HF

Email
finance@ofwat.gsi.gov.uk

or

With travel to the Birmingham office or other
locations as required

Finance Team
Water Services Regulation Authority (Ofwat)
Centre City Tower
7 Hill Street
Birmingham
B5 4UA

This Purchase Order is subject to the Conditions of Contract for Temporary Staff (via intermediary) at Appendix A; the Customer's Specification dated 31 July 2017; the Contractor's tender dated 4 August 2017; and any enhancements thereto and provisions expressly listed herein.

Project: Interim Regulatory Economics and Policy Advisor (PROC.04.0121)

Security Requirements

This Contract is subject to the satisfactory completion of Baseline Personal Security Standards clearance.

Tax Arrangement

This role has been assessed using HMRC IR35 assessment tool. The outcome of which is the role is classed as employed for tax purposes.

Term

Contract Commencement Date: 11 September 2017

Contract Expiry Date: 13 December 2017; or when the Cap price is reached, whichever is the first to occur. Unless extended or terminated in accordance with this Contract.

The Customer will give the Contractor 10 (ten) Working Days' notice should we wish to conclude the Contract before the Contract expiry date.

Contract Capped Price and Charges per Working Day

Customer spend under this Contract is restricted to a maximum **£61,750.80** excluding VAT and travel outside London ("the Capped Contract price").

Charges applicable to the Contract are set out below:

Key Personnel	Charges (£)	Maximum no. of chargeable days	Maximum Contract Sum Total Value ex VAT and travel outside London
			£61,750.80

*A working day is 8 hours excluding lunch break and travelling time. Minimum of 30 minutes lunch break must be taken.

The working arrangements are:

- 25 hours a week (with some limited scope for additional hours);
- these hours would typically be spread across Monday to Thursday of each week, during working hours; and

[REDACTED]

The day rates are all inclusive with the sole exceptions of:

- Disbursement for travel and subsistence expenses outside London; and
- Value Added Tax.

The Customer will not pay for:

- Any mark-up on disbursements;
- Travelling time unless the Customer project manager has authorised in advance the payment of travelling time.

The Customer will not pay extra for commuting to the main location (London). The Contractor will need to pay for any related travel and accommodation in connect with travelling outside London and then will need to reclaim the expenses via the Contractor's invoice. Any travel and accommodation required in connection with the project will be reimbursed on acceptance of receipts and where appropriate a mileage log. Any travel and subsistence must in accordance with the travel and subsistence rates as set out in Appendix B.

Payment

Monthly invoices will require details of work dates / times and brief description of tasks covered.

Payment will be made within thirty (30) days of receipt by the Customer of a valid invoice from the Contractor. Payment will be made electronically via Banks Automated Clearing Services (BACS).

All invoices shall contain the following information:

- the Order number (as stated above);and
- the line value; total value excluding Value Added Tax (VAT), the VAT percentage and total value including VAT.

Invoices must not contain the Contractor's terms and conditions, nor can reference be made to the Contractor's terms and conditions. Invoices with the Contractor's terms and conditions printed on them or referred to therein will not be accepted by the Customer.

Contract Management

The Customer's Contract Manager will be:

Tim Griffiths - Director, Water 2020

Telephone no: +44 (0)121 644 7610

Email address: tim.griffiths@ofwat.gsi.gov.uk

Policies

The Contractor must ensure that the Key Personnel complies with Ofwat's Policies available to the Key Personnel via the Customer's Intranet) whilst working under this Contract.

Share Dealing

The Contractor acknowledges that certain of the Confidential Information may be unpublished price-sensitive information in relation to any company and that the Contractor is aware of relevant obligations, prohibitions and restrictions relating to such information under the applicable law and regulations in any relevant jurisdiction and that those of the Contractor's Staff, servants, agents or Sub-Contractors into whose knowledge such Confidential Information may come are aware of such obligations, prohibitions and restrictions.

The Contractor shall use reasonable endeavours to procure that the Key Personnel shall not, apply for, purchase or sell or otherwise deal for profit in shares, options or any other securities in any water or sewerage company in England and Wales during the Contract and for 8 weeks after the Contract has completed.

Amendments

Any amendments to the Contract must be agreed in writing in accordance with the provisions of Clause 28 of the Conditions of Contract for Temporary Staff (via Intermediary).

Formation of Contract

BY SIGNING AND RETURNING THIS ORDER FORM THE CONTRACTOR AGREES to enter into a legally binding Contract with the Customer to provide to the Customer the Services specified in the ITT/ specification, as set out in this Purchase Order Form incorporating the rights and obligations in the Conditions of Contract for Temporary Staff (via Intermediary).

Signed for and on behalf of CUSTOMER

Name: David Black

Title: Senior Director

Signature: 

Date: 24/05/17

Signed for and on behalf of **CONTRACTOR**

Name:

Title:

Signature:

Date:

25/08/17

Appendix A

Conditions of Contract for Temporary Staff (via intermediary)

Attached as a separate document

Appendix B

Travel and Accommodation rates

Accommodation:

Paid on actual expenditure within the following prescribed ceilings:

London	£165
Elsewhere	£115
Private residence	£25

These rates cover a 24 hour period for accommodation only, inclusive of VAT, receipts must be submitted.

Mileage Rates:

25p per mile

Rail Travel

The actual cost of public transport (normally rail) may be reimbursed. Economy Class (second class) rail tickets should be purchased.