

[Subject to Contract]
Award Form
Crown Copyright 2022



Department for
Business & Trade

Award Form

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This Award Form creates the Contract. It summarises the main features of the procurement and includes the Buyer and the Supplier's contact details.

Each party agrees to sign this Award Form by electronic signature using DocuSign and agrees that this method of signature is conclusive of their intention to be bound by this Contract as if each party signed by manuscript signature.

1.	Buyer	Department of Business and Trade acting as part of the Crown] (the Buyer). Its offices are: Old Admiralty Buildings, London, SW1A 2BL
2.	Supplier	Name: <i>Prom Partners</i> Address: <i>Hauserstrasse 21, CH-8032 Zurich, Switzerland</i> Registration number: SID4GOV ID:
3.	Contract	This Contract between the Buyer and the Supplier is for the supply of Deliverables. This opportunity is advertised in the Contract Notice in Find A Tender, reference TBC (FTS Contract Notice).

4.	Contract reference	CR_1747
5.	Deliverables	<p>Deliverables from this contract include:</p> <ul style="list-style-type: none"> • Individual company interviews and analysis of their readiness for CVC; briefing on the nature of a CVC Unit and the business case for establishing one. • Attend global GVC events and promote the UK as an investment destination. • CVC Roundtable on the first day of the GVC Symposium in London on 20 June 2023, chaired by the Chair of the Prime Minister's CST and including the CEO of GVC. • Heads of global leaders in CVC who had flown in from the USA, Japan and Germany shared their experiences with UK corporations who were open-minded to setting up formal CVC units. • Participating UK corporations included HS2, Serco, Associated British Ports, Balfour Beatty and Leonardo UK. International CVCs included Merck GHI (US), Hitachi, Chevron and Merck Germany. The British Business Bank was represented by Managing Director, [REDACTED]. • Follow-up on the event with attendees and reporting to the client on likely prospects. • Arrange meetings with the Investment Minister with suitable contacts. The contractor delivered meetings with the heads of 5 CVC units: Sony, TDK, Hitachi, IBM and Blue Cross Blue Shield. • Prepare for a follow-up CVC event in April 2024 at the Royal Academy of Engineering • Set up a further CVC Roundtable with a new list of companies at the GVC Symposium in June 2024 • Provide the client with all contact details and lists of attendees at these events • Introduce the client on request to assist with other non-CVC work. For example: <ul style="list-style-type: none"> ○ Arrange for [REDACTED] of Pragmatic to be interviewed by Office for Investment to support inputs to the Harrington Review. ○ Support CST Chair [REDACTED] with information on US government initiatives to support domestic growth stage start-ups. ○ Introduce the DBT Access to Finance team to CVC and other investor contacts to support delivery of LIFTS – Long-term Investment For Technology and Science
6.	Collaborative working principles	The Collaborative Working Principles do not apply to this Contract. Clause 3.1.3 of the Core Terms

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7.	Financial Transparency Objectives	The Financial Transparency Objectives do not apply to this Contract. Clause 6.3 of the Core Terms
8.	Start Date	01/04/2023
9.	Expiry Date	31/03/2024
10.	Extension Period	Not applicable
11.	Ending the Contract without a reason	The Buyer shall be able to terminate the Contract in accordance with Clause 14.3. Provided that the amount of notice that the Buyer shall give to terminate in Clause 14.3 shall be 14 days
12.	Incorporated Terms (together these documents form the " the Contract ")	The following documents are incorporated into the Contract. Where numbers are missing we are not using these Schedules. If the documents conflict, the following order of precedence applies: a) This Award Form b) Core Terms c) Schedule 1 (Definitions) d) Schedule 20 (Processing Data) e) The following Schedules (in equal order of precedence): a. Schedule 3 (Charges) b. Schedule 5 (Commercially Sensitive Information) c. Schedule 21 (Variation Form) d. Schedule 22 (Insurance Requirements) e. Schedule 25 (Rectification Plan) f. Schedule 26 (Sustainability) g. Schedule 31 (Travel and Subsistence)
13.	Sustainability	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with Schedule 26 (Sustainability).

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14.	Buyer's Environmental Policy	Not Applicable
15.	Social Value Commitment	Not Applicable
16.	Commercially Sensitive Information	Not applicable
17.	Charges	Fixed Fee Details in Schedule 3 (Charges)
18.	Reimbursable expenses	None
19.	Payment method	<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), to:</p> <p>The Department for Business and Trade c/o UKSBS Queensway House West Precinct BILLINGHAM TS23 2NF</p> <p>Ap@uksbs.co.uk</p> <p>Within 10 Working Days of receipt of "the countersigned copy of this Order Form, the Buyer will send the Supplier a unique PO Number. The Supplier 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 with the requirements under clause 5.4 of the Conditions and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p>

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		<p>If you have a query regarding an outstanding payment, please contact our Accounts Payable section either by email to:</p> <p>Ap@uksbs.co.uk</p> <p>Or by telephone: 0333 207 9122</p> <p>between 09:00-17:00 Monday to Friday.</p>
20.	Service Levels	Not applicable
21.	Insurance	Details in Annex of Schedule 22 (Insurance Requirements).
22.	Cyber Essentials Certification	Not required
23.	Progress Meetings and Progress Reports	Not Applicable
24.	Virtual Library	Not applicable
25.	Supplier Contract Manager	<div>██████████</div> <div>████████████████████</div> <div>████████████████</div>
26.	Supplier Authorised Representative	<div>██████████</div> <div>████████████████</div> <div>████████████████</div>
27.	Supplier Compliance Officer	<div>██████████</div> <div>████████████████</div> <div>████████████████</div>

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28.	Supplier Data Protection Officer	<i>Not Applicable</i>
29.	Key Subcontractors	<i>Not Applicable</i>
30.	Buyer Authorised Representative	<div></div> <div></div>

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<div></div>	Signature:	<div></div>
Name:	<div></div>	Name:	<div></div>
Role:	Consultant	Role:	Associate Commercial Specialist
Date:	24/10/2024	Date:	24/10/024