



Department
for Environment
Food & Rural Affairs

Area 1B, Nobel
House 17 Smith
Square, London.
SW1P 3JR

T: 03459 335577
helpline@defra.gov.uk
www.gov.uk/defra

[REDACTED]
Ricardo-AEA Ltd
The Gemini Building
Harwell
Oxfordshire

Your ref:

Our ref: **ECM no: ecm_63663**

Date: 19 January 2022

FAO: [REDACTED]

Dear [REDACTED],

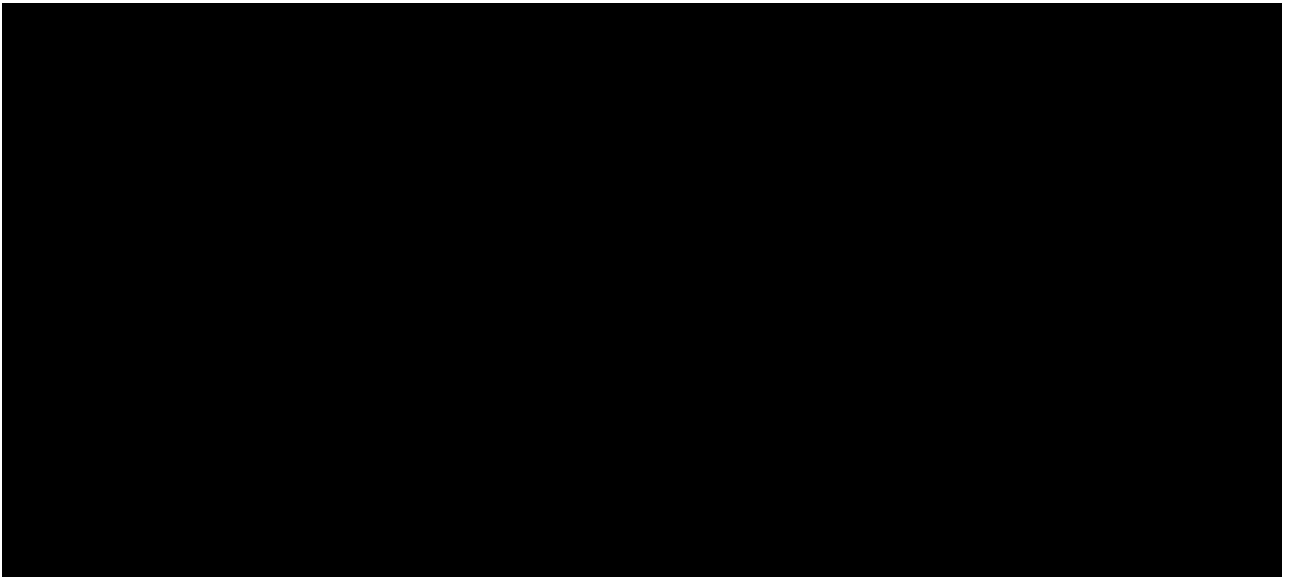
Award of contract for the supply of a research project: Market study of coffee logs and other new and emerging fuels

Following your proposal for the supply of services to carry out the market study of coffee logs and other new emerging fuels to The Department for Environment, Food and Rural Affairs (Defra), we are pleased to award this contract to you.

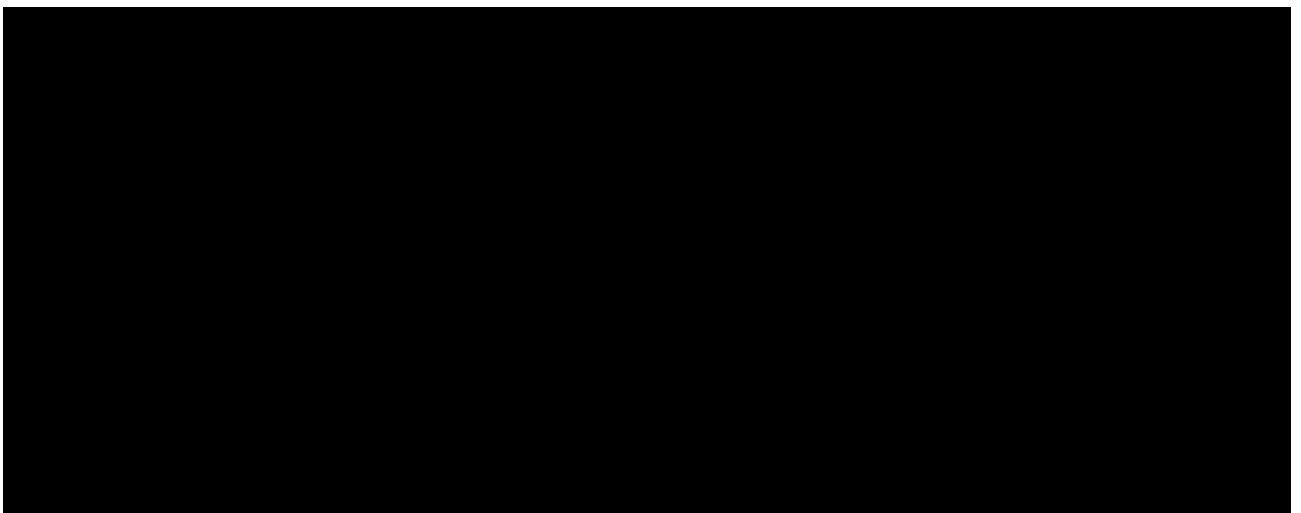
This letter (Award Letter) and its Annexes set out the terms of the contract between The Department for Environment, Food and Rural Affairs (Defra) as the customer and Ricardo-AEA Ltd as the Supplier for the provision of the Services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the “**Conditions**”). In the event of any conflict between this Award Letter and the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Authority and may delay the conclusion of the Agreement.

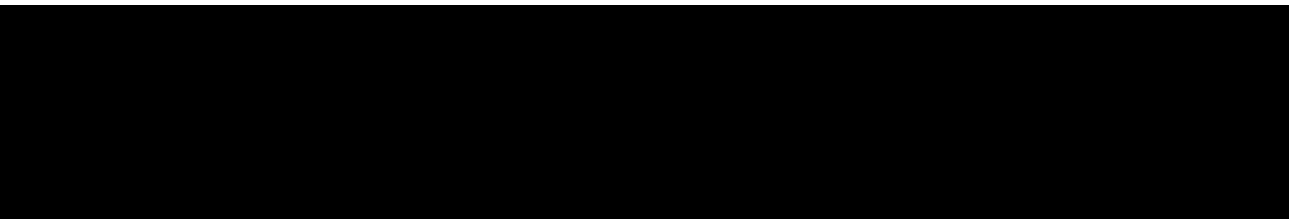
For the purposes of the Agreement, the customer and the Supplier agree as follows:

1. The Services shall be performed at Ricardo-AEA Ltd, the Supplier's premises at Ricardo-AEA Ltd, The Gemini Building, Harwell, Oxfordshire, OX11 0QR, and Kiwa Ltd t/a Gastec, Kiwa House, Malvern View Business Park, Stella Way, Bishops Cleeve, Cheltenham, GL52 7DQ
2. The charges for the Services shall be as set out in Annex 2.
3. The specification of the Services to be supplied is as set out in Annex 3 / the Supplier's tender dated 10 December 2021.
4. The Term shall commence on **13th January 2022** and the Expiry Date shall be **31st March 2022** unless extended or subject to early termination.
5. The address for notices of the Parties are:



6. The following persons are Key Personnel for the purposes of the Agreement:





■ the purposes of the Agreement the [Staff Vetting Procedures/data security requirements/equality and diversity policy/ [and] environmental policy is.

<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>

The customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Authority, or is of a type otherwise advised by the customer (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 Services.

Payment

Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), to Accounts-Payable.def@gov.sscl.com. Please also copy to [REDACTED] [REDACTED]. Within 10 working days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to ssd.ap@defra.gsi.gov.uk (the Authority's preferred option); or SSCL AP, Defra, PO Box 790, Newport Gwent, NP10 8FZ between 09:00-17:00 Monday to Friday.

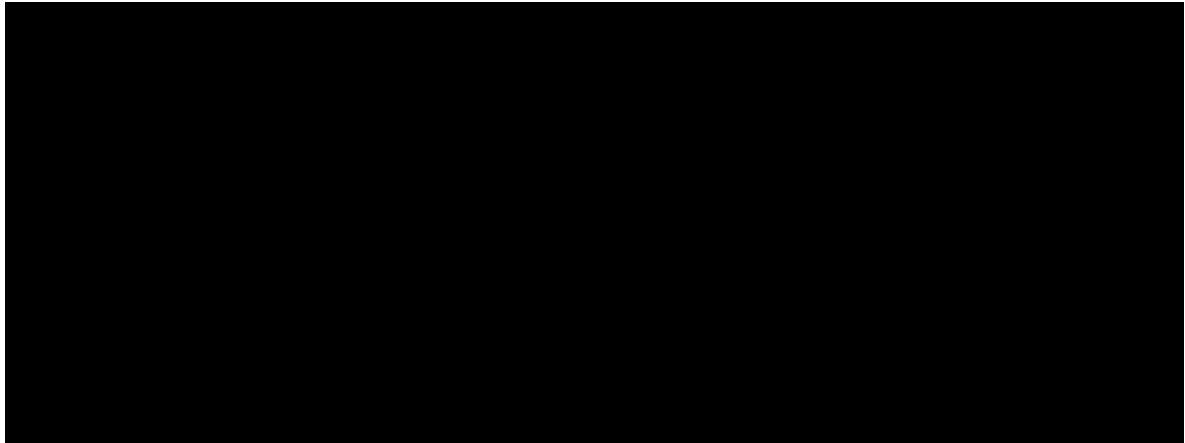
Liaison

For general liaison your contact will continue to be [REDACTED] by email [REDACTED]. The Authority thanks 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 Services. The Authority would be grateful if you could arrange the contract to be executed, by way of electronic signature, on behalf of Ricardo-AEA Ltd and within 7 days from date of contract issue.

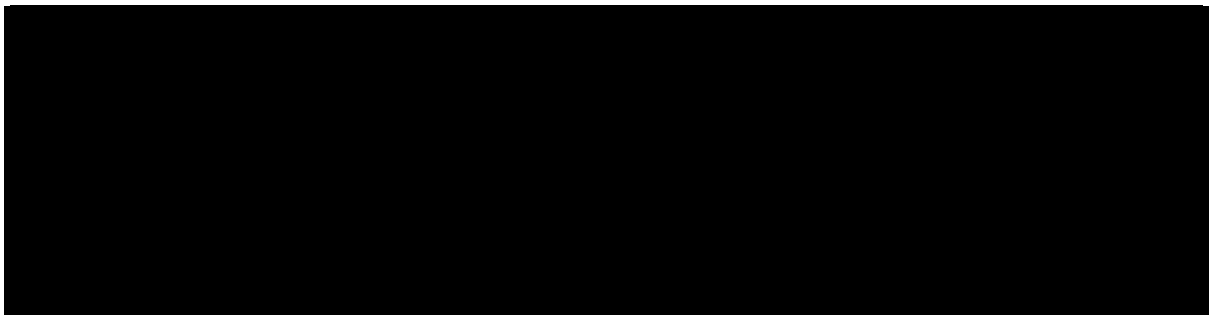
Yours faithfully,

Execution of this award notification letter is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The Contract will be formed on the date on which both Parties communicate acceptance of its terms on the Authority's e-Sourcing System.

Signed for and on behalf of DEFRA



We accept the terms set out in this Award letter and the annexed Conditions
Signed for and on behalf of Ricardo-AEA Limited





Department
for Environment
Food & Rural Affairs

Conditions of Contract

Short Form - Services

Market study of coffee logs and other new and emerging fuels

ecm_63663

Annex 1

Terms and Conditions of Contract for Services

1 Interpretation

1.1 In these terms and conditions:

“Agreement”	means the contract between (i) the customer acting as part of the Crown and (ii) the Supplier constituted by the Supplier’s countersignature of the Award Letter and includes the Award Letter and Annexes;
“Award Letter”	means the letter from the customer to the Supplier printed above these terms and conditions;
“Central Government Body”	<p>means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics:</p> <ul style="list-style-type: none">(a) Government Department;(b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);(c) Non-Ministerial Department; or(d) Executive Agency;
“Charges”	means the charges for the Services as specified in the Award Letter;
“Confidential Information”	means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is marked as or stated to be confidential; or (iii) ought reasonably to be considered by the receiving Party to be confidential;
“Customer”	means Defra as Customer in the Award Letter;
“DPA”	means the Data Protection Act 2018
“Expiry Date”	means the date for expiry of the Agreement as set out in the Award Letter;
“FOIA”	means the Freedom of Information Act 2000;
“Information”	has the meaning given under section 84 of the FOIA;
“Key	means any persons specified as such in the Award Letter or otherwise

Personnel”	notified as such by the Customer to the Supplier in writing;
“Party”	means the Supplier or the Customer (as appropriate) and “Parties” shall mean both of them;
“Personal Data”	means personal data (as defined in the DPA) which is processed by the Supplier or any Staff on behalf of the Customer pursuant to or in connection with this Agreement;
“Purchase Order Number”	means the Customer’s unique number relating to the supply of the Services;
“Request for Information”	has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term “request” shall apply);
“Services”	means the services to be supplied by the Supplier to the Customer under the Agreement;
“Specification”	means the specification for the Services (including as to quantity, description and quality) as specified in the Award Letter;
“Staff”	means all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any sub-contractor of the Supplier engaged in the performance of the Supplier’s obligations under the Agreement;
“Staff Vetting Procedures”	means vetting procedures that accord with good industry practice or, where requested by the Customer, the Customer’s procedures for the vetting of personnel as provided to the Supplier from time to time;
“Supplier”	means the person named as Supplier in the Award Letter;
“Term”	means the period from the start date of the Agreement set out in the Award Letter to the Expiry Date as such period may be extended in accordance with clause 4.2 or terminated in accordance with the terms and conditions of the Agreement;
“VAT”	means value added tax in accordance with the provisions of the Value Added Tax Act 1994; and
“Working Day”	means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.

1.2 In these terms and conditions, unless the context otherwise requires:

1.2.1 references to numbered clauses are references to the relevant clause in these

terms and conditions;

- 1.2.2 any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;
- 1.2.3 the headings to the clauses of these terms and conditions are for information only and do not affect the interpretation of the Agreement;
- 1.2.4 any reference to an enactment includes reference to that enactment as amended or replaced from time to time and to any subordinate legislation or byelaw made under that enactment; and
- 1.2.5 the word 'including' shall be understood as meaning 'including without limitation'.

2 Basis of Agreement

- 2.1 The Award Letter constitutes an offer by the Customer to purchase the Services subject to and in accordance with the terms and conditions of the Agreement.
- 2.2 The offer comprised in the Award Letter shall be deemed to be accepted by the Supplier on receipt by the Customer of a copy of the Award Letter countersigned by the Supplier within [7] days of the date of the Award Letter.

3 Supply of Services

- 3.1 In consideration of the Customer's agreement to pay the Charges, the Supplier shall supply the Services to the Customer for the Term subject to and in accordance with the terms and conditions of the Agreement.
- 3.2 In supplying the Services, the Supplier shall:
 - 3.2.1 co-operate with the Customer in all matters relating to the Services and comply with all the Customer's instructions;
 - 3.2.2 perform the Services with all reasonable care, skill and diligence in accordance with good industry practice in the Supplier's industry, profession or trade;
 - 3.2.3 use Staff who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier's obligations are fulfilled in accordance with the Agreement;
 - 3.2.4 ensure that the Services shall conform with all descriptions and specifications set out in the Specification;
 - 3.2.5 comply with all applicable laws; and
 - 3.2.6 provide all equipment, tools and vehicles and other items as are required to provide the Services.
- 3.3 The Customer may by written notice to the Supplier at any time request a variation to the scope of the Services. In the event that the Supplier agrees to any variation to the scope of the Services, the Charges shall be subject to fair and reasonable adjustment to be agreed in writing between the Customer and the Supplier.

4 Term

- 4.1 The Agreement shall take effect on the date specified in Award Letter and shall expire on the Expiry Date, unless it is otherwise extended in accordance with clause 4.2 or terminated in accordance with the terms and conditions of the Agreement.

- 4.2 The Customer may extend the Agreement for a period of up to 6 months by giving not less than 10 Working Days' notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of the Agreement shall apply throughout any such extended period.

5 Charges, Payment and Recovery of Sums Due

- 5.1 The Charges for the Services shall be as set out in the Award Letter and shall be the full and exclusive remuneration of the Supplier in respect of the supply of the Services. Unless otherwise agreed in writing by the Customer, the Charges shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the performance of the Services.
- 5.2 All amounts stated are exclusive of VAT which shall be charged at the prevailing rate. The Customer shall, following the receipt of a valid VAT invoice, pay to the Supplier a sum equal to the VAT chargeable in respect of the Services.
- 5.3 The Supplier shall invoice the Customer as specified in the Agreement. Each invoice shall include such supporting information required by the Customer to verify the accuracy of the invoice, including the relevant Purchase Order Number and a breakdown of the Services supplied in the invoice period.
- 5.4 In consideration of the supply of the Services by the Supplier, the Customer shall pay the Supplier the invoiced amounts no later than 30 days after verifying that the invoice is valid and undisputed and includes a valid Purchase Order Number. The Customer may, without prejudice to any other rights and remedies under the Agreement, withhold or reduce payments in the event of unsatisfactory performance.
- 5.5 If the Customer fails to consider and verify an invoice in a timely fashion the invoice shall be regarded as valid and undisputed for the purpose of paragraph 5.4 after a reasonable time has passed.
- 5.6 If there is a dispute between the Parties as to the amount invoiced, the Customer shall pay the undisputed amount. The Supplier shall not suspend the supply of the Services unless the Supplier is entitled to terminate the Agreement for a failure to pay undisputed sums in accordance with clause 16.4. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 19.
- 5.7 If a payment of an undisputed amount is not made by the Customer by the due date, then the Customer shall pay the Supplier interest at the interest rate specified in the Late Payment of Commercial Debts (Interest) Act 1998.
- 5.8 Where the Supplier enters into a sub-contract, the Supplier shall include in that sub-contract:
- 5.8.1 provisions having the same effects as clauses 5.3 to 5.7 of this Agreement; and
 - 5.8.2 a provision requiring the counterparty to that sub-contract to include in any sub-contract which it awards provisions having the same effect as 5.3 to 5.8 of this Agreement.
 - 5.8.3 In this clause 5.8, "sub-contract" means a contract between two or more suppliers, at any stage of remoteness from the Authority in a subcontracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Agreement.

- 5.9 If any sum of money is recoverable from or payable by the Supplier under the Agreement (including any sum which the Supplier is liable to pay to the Customer in respect of any breach of the Agreement), that sum may be deducted unilaterally by the Customer from any sum then due, or which may come due, to the Supplier under the Agreement or under any other agreement or contract with the Customer. The Supplier shall not be entitled to assert any credit, set-off or counterclaim against the Customer in order to justify withholding payment of any such amount in whole or in part.

6 Premises and equipment

- 6.1 If necessary, the Customer shall provide the Supplier with reasonable access at reasonable times to its premises for the purpose of supplying the Services. All equipment, tools and vehicles brought onto the Customer's premises by the Supplier or the Staff shall be at the Supplier's risk.
- 6.2 If the Supplier supplies all or any of the Services at or from the Customer's premises, on completion of the Services or termination or expiry of the Agreement (whichever is the earlier) the Supplier shall vacate the Customer's premises, remove the Supplier's plant, equipment and unused materials and all rubbish arising out of the provision of the Services and leave the Customer's premises in a clean, safe and tidy condition. The Supplier shall be solely responsible for making good any damage to the Customer's premises or any objects contained on the Customer's premises which is caused by the Supplier or any Staff, other than fair wear and tear.
- 6.3 If the Supplier supplies all or any of the Services at or from its premises or the premises of a third party, the Customer may, during normal business hours and on reasonable notice, inspect and examine the manner in which the relevant Services are supplied at or from the relevant premises.
- 6.4 The Customer shall be responsible for maintaining the security of its premises in accordance with its standard security requirements. While on the Customer's premises the Supplier shall, and shall procure that all Staff shall, comply with all the Customer's security requirements.
- 6.5 Where all or any of the Services are supplied from the Supplier's premises, the Supplier shall, at its own cost, comply with all security requirements specified by the Customer in writing.
- 6.6 Without prejudice to clause 3.2.6, any equipment provided by the Customer for the purposes of the Agreement shall remain the property of the Customer and shall be used by the Supplier and the Staff only for the purpose of carrying out the Agreement. Such equipment shall be returned promptly to the Customer on expiry or termination of the Agreement.
- 6.7 The Supplier shall reimburse the Customer for any loss or damage to the equipment (other than deterioration resulting from normal and proper use) caused by the Supplier or any Staff. Equipment supplied by the Customer shall be deemed to be in a good condition when received by the Supplier or relevant Staff unless the Customer is notified otherwise in writing within 5 Working Days.

7 Staff and Key Personnel

- 7.1 If the Customer reasonably believes that any of the Staff are unsuitable to undertake work in respect of the Agreement, it may, by giving written notice to the Supplier:
- 7.1.1 refuse admission to the relevant person(s) to the Customer's premises;

- 7.1.2 direct the Supplier to end the involvement in the provision of the Services of the relevant person(s); and/or
- 7.1.3 require that the Supplier replace any person removed under this clause with another suitably qualified person and procure that any security pass issued by the Customer to the person removed is surrendered,

and the Supplier shall comply with any such notice.

7.2 The Supplier shall:

- 7.2.1 ensure that all Staff are vetted in accordance with the Staff Vetting Procedures;
- 7.2.2 if requested, provide the Customer with a list of the names and addresses (and any other relevant information) of all persons who may require admission to the Customer's premises in connection with the Agreement; and
- 7.2.3 procure that all Staff comply with any rules, regulations and requirements reasonably specified by the Customer.

- 7.3 Any Key Personnel shall not be released from supplying the Services without the agreement of the Customer, except by reason of long-term sickness, maternity leave, paternity leave, termination of employment or other extenuating circumstances.
- 7.4 Any replacements to the Key Personnel shall be subject to the prior written agreement of the Customer (not to be unreasonably withheld). Such replacements shall be of at least equal status or of equivalent experience and skills to the Key Personnel being replaced and be suitable for the responsibilities of that person in relation to the Services.

8 Assignment and sub-contracting

- 8.1 The Supplier shall not without the written consent of the Customer assign, sub-contract, novate or in any way dispose of the benefit and/ or the burden of the Agreement or any part of the Agreement. The Customer may, in the granting of such consent, provide for additional terms and conditions relating to such assignment, sub-contract, novation or disposal. The Supplier shall be responsible for the acts and omissions of its sub-contractors as though those acts and omissions were its own.
- 8.2 Where the Authority has consented to the placing of sub-contracts, the Supplier shall, at the request of the Authority, send copies of each sub-contract, to the Customer as soon as is reasonably practicable.
- 8.3 The Customer may assign, novate, or otherwise dispose of its rights and obligations under the Agreement without the consent of the Supplier provided that such assignment, novation or disposal shall not increase the burden of the Supplier's obligations under the Agreement.

9 Intellectual Property Rights

- 9.1 All intellectual property rights in any materials provided by the customer to the Supplier for the purposes of this Agreement shall remain the property of the Customer but the Customer hereby grants the Supplier a royalty-free, non-exclusive and non-transferable licence to use such materials as required until termination or expiry of the Agreement for the sole purpose of enabling the Supplier to perform its obligations under the Agreement.
- 9.2 All intellectual property rights in any materials created or developed by the Supplier pursuant to the Agreement or arising as a result of the provision of the Services shall

vest in the Customer.

9.3 The Supplier hereby grants the Customer:

- 9.3.1 a perpetual, royalty-free, irrevocable, non-exclusive licence (with a right to sub-license) to use all intellectual property rights in the materials created or developed pursuant to the Agreement and any intellectual property rights arising as a result of the provision of the Services; and
- 9.3.2 a perpetual, royalty-free, irrevocable and non-exclusive licence (with a right to sub-license) to use:
 - (a) any intellectual property rights vested in or licensed to the Supplier on the date of the Agreement; and
 - (b) any intellectual property rights created during the Term but which are neither created or developed pursuant to the Agreement nor arise as a result of the provision of the Services,

including any modifications to or derivative versions of any such intellectual property rights, which the Customer reasonably requires in order to exercise its rights and take the benefit of the Agreement including the Services provided.

- 9.4 The Supplier shall indemnify, and keep indemnified, the Customer in full against all costs, expenses, damages and losses (whether direct or indirect), including any interest, penalties, and reasonable legal and other professional fees awarded against or incurred or paid by the Customer as a result of or in connection with any claim made against the Customer for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Services, to the extent that the claim is attributable to the acts or omission of the Supplier or any Staff.

10 Governance and Records

10.1 The Supplier shall:

- 10.1.1 attend progress meetings with the Customer at the frequency and times specified by the Customer and shall ensure that its representatives are suitably qualified to attend such meetings; and
- 10.1.2 submit progress reports to the Customer at the times and in the format specified by the Customer.

- 10.2 The Supplier shall keep and maintain until 6 years after the end of the Agreement, or as long a period as may be agreed between the Parties, full and accurate records of the Agreement including the Services supplied under it and all payments made by the Customer. The Supplier shall on request afford the Customer or the Customer's representatives such access to those records as may be reasonably requested by the Customer in connection with the Agreement.

11 Confidentiality, Transparency and Publicity

11.1 Subject to clause 11.2, each Party shall:

- 11.1.1 treat all Confidential Information it receives as confidential, safeguard it accordingly and not disclose it to any other person without the prior written permission of the disclosing Party; and
- 11.1.2 not use or exploit the disclosing Party's Confidential Information in any way except for the purposes anticipated under the Agreement.

11.2 Notwithstanding clause 11.1, a Party may disclose Confidential Information which it receives from the other Party:

11.2.1 where disclosure is required by applicable law or by a court of competent jurisdiction;

11.2.2 to its auditors or for the purposes of regulatory requirements;

11.2.3 on a confidential basis, to its professional advisers;

11.2.4 to the Serious Fraud Office where the Party has reasonable grounds to believe that the other Party is involved in activity that may constitute a criminal offence under the Bribery Act 2010;

11.2.5 where the receiving Party is the Supplier, to the Staff on a need to know basis to enable performance of the Supplier's obligations under the Agreement provided that the Supplier shall procure that any Staff to whom it discloses Confidential Information pursuant to this clause 11.2.5 shall observe the Supplier's confidentiality obligations under the Agreement; and

11.2.6 where the receiving Party is the Customer:

(a) on a confidential basis to the employees, agents, consultants and contractors of the Customer;

(b) on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any company to which the Customer transfers or proposes to transfer all or any part of its business;

(c) to the extent that the Customer (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions; or

(d) in accordance with clause 12.

and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on the Customer under this clause 11.

11.3 The Parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of the Agreement is not Confidential Information and the Supplier hereby gives its consent for the Customer to publish this Agreement in its entirety to the general public (but with any information that is exempt from disclosure in accordance with the FOIA redacted) including any changes to the Agreement agreed from time to time. The Customer may consult with the Supplier to inform its decision regarding any redactions but shall have the final decision in its absolute discretion whether any of the content of the Agreement is exempt from disclosure in accordance with the provisions of the FOIA.

11.4 The Supplier shall not, and shall take reasonable steps to ensure that the Staff shall not, make any press announcement or publicise the Agreement or any part of the Agreement in any way, except with the prior written consent of the Customer.

12 Freedom of Information

- 12.1 The Supplier acknowledges that the Customer is subject to the requirements of the FOIA and the Environmental Information Regulations 2004 and shall:
- 12.1.1 provide all necessary assistance and cooperation as reasonably requested by the Customer to enable the Customer to comply with its obligations under the FOIA and the Environmental Information Regulations 2004;
 - 12.1.2 transfer to the Customer all Requests for Information relating to this Agreement that it receives as soon as practicable and in any event within 2 Working Days of receipt;
 - 12.1.3 provide the Customer with a copy of all Information belonging to the Customer requested in the Request for Information which is in its possession or control in the form that the Customer requires within 5 Working Days (or such other period as the Customer may reasonably specify) of the Customer's request for such Information; and
 - 12.1.4 not respond directly to a Request for Information unless authorised in writing to do so by the Customer.
- 12.2 The Supplier acknowledges that the Customer may be required under the FOIA and the Environmental Information Regulations 2004 to disclose Information concerning the Supplier or the Services (including commercially sensitive information) without consulting or obtaining consent from the Supplier. In these circumstances the Customer shall, in accordance with any relevant guidance issued under the FOIA, take reasonable steps, where appropriate, to give the Supplier advance notice, or failing that, to draw the disclosure to the Supplier's attention after any such disclosure.
- 12.3 Notwithstanding any other provision in the Agreement, the Customer shall be responsible for determining in its absolute discretion whether any Information relating to the Supplier or the Services is exempt from disclosure in accordance with the FOIA and/or the Environmental Information Regulations 2004.

13 Protection of Personal Data and Security of Data

- 13.1 The Supplier shall, and shall procure that all Staff shall, comply with any notification requirements under the DPA and both Parties shall duly observe all their obligations under the DPA which arise in connection with the Agreement.
- 13.2 Notwithstanding the general obligation in clause 13.1, where the Supplier is processing Personal Data for the Customer as a data processor (as defined by the DPA) the Supplier shall:
- 13.2.1 ensure that it has in place appropriate technical and organisational measures to ensure the security of the Personal Data (and to guard against unauthorised or unlawful processing of the Personal Data and against accidental loss or destruction of, or damage to, the Personal Data), as required under the Seventh Data Protection Principle in Schedule 1 to the DPA;
 - 13.2.2 provide the Customer with such information as the Customer may reasonably request to satisfy itself that the Supplier is complying with its obligations under the DPA;
 - 13.2.3 promptly notify the Customer of:

- (a) any breach of the security requirements of the Customer as referred to in clause 13.3 and
- (b) any request for personal data; and

13.2.4 ensure that it does not knowingly or negligently do or omit to do anything which places the Customer in breach of the Customer's obligations under the DPA.

13.3 When handling Customer data (whether or not Personal Data), the Supplier shall ensure the security of the data is maintained in line with the security requirements of the Customer as notified to the Supplier from time to time.

14 Liability

14.1 The Supplier shall not be responsible for any injury, loss, damage, cost or expense suffered by the Customer if and to the extent that it is caused by the negligence or wilful misconduct of the Customer or by breach by the Customer of its obligations under the Agreement.

14.2 Subject always to clauses 14.3 and 14.4:

14.2.1 the aggregate liability of the Supplier in respect of all defaults, claims, losses or damages howsoever caused, whether arising from breach of the Agreement, the supply or failure to supply of the Services, misrepresentation (whether tortious or statutory), tort (including negligence), breach of statutory duty or otherwise shall in no event exceed a sum equal to 125% of the Charges paid or payable to the Supplier; and

14.2.2 except in the case of claims arising under clauses 9.4 and 18.3, in no event shall the Supplier be liable to the Customer for any:

- (a) loss of profits;
- (b) loss of business;
- (c) loss of revenue;
- (d) loss of or damage to goodwill;
- (e) loss of savings (whether anticipated or otherwise); and/or
- (f) any indirect, special or consequential loss or damage.

14.3 Nothing in the Agreement shall be construed to limit or exclude either Party's liability for:

14.3.1 death or personal injury caused by its negligence or that of its Staff;

14.3.2 fraud or fraudulent misrepresentation by it or that of its Staff; or

14.3.3 any other matter which, by law, may not be excluded or limited.

14.4 The Supplier's liability under the indemnity in clause 9.4 and 18.3 shall be unlimited.

15 Force Majeure

Neither Party shall have any liability under or be deemed to be in breach of the Agreement for any delays or failures in performance of the Agreement which result from circumstances beyond the reasonable control of the Party affected. Each Party shall promptly notify the other Party in writing when such circumstances cause a delay or failure in performance and when they cease to do so. If such circumstances continue for a continuous period of more

than two months, either Party may terminate the Agreement by written notice to the other Party.

16 Termination

- 16.1 The Customer may terminate the Agreement at any time by notice in writing to the Supplier to take effect on any date falling at least 1 month (or, if the Agreement is less than 3 months in duration, at least 10 Working Days) later than the date of service of the relevant notice.
- 16.2 Without prejudice to any other right or remedy it might have, the Customer may terminate the Agreement by written notice to the Supplier with immediate effect if the Supplier:
- 16.2.1 (without prejudice to clause 16.2.5), is in material breach of any obligation under the Agreement which is not capable of remedy;
 - 16.2.2 repeatedly breaches any of the terms and conditions of the Agreement in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Agreement;
 - 16.2.3 is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Supplier receiving notice specifying the breach and requiring it to be remedied;
 - 16.2.4 undergoes a change of control within the meaning of section 416 of the Income and Corporation Taxes Act 1988;
 - 16.2.5 breaches any of the provisions of clauses 7.2, 11, 12, 13 and 17;
 - 16.2.6 becomes insolvent, or if an order is made or a resolution is passed for the winding up of the Supplier (other than voluntarily for the purpose of solvent amalgamation or reconstruction), or if an administrator or administrative receiver is appointed in respect of the whole or any part of the Supplier's assets or business, or if the Supplier makes any composition with its creditors or takes or suffers any similar or analogous action (to any of the actions detailed in this clause 16.2.6) in consequence of debt in any jurisdiction; or
 - 16.2.7 fails to comply with legal obligations in the fields of environmental, social or labour law.
- 16.3 The Supplier shall notify the Customer as soon as practicable of any change of control as referred to in clause 16.2.4 or any potential such change of control.
- 16.4 The Supplier may terminate the Agreement by written notice to the Customer if the Customer has not paid any undisputed amounts within 90 days of them falling due.
- 16.5 Termination or expiry of the Agreement shall be without prejudice to the rights of either Party accrued prior to termination or expiry and shall not affect the continuing rights of the Parties under this clause and clauses 2, 3.2, 6.1, 6.2, 6.6, 6.7, 7, 9, 10.2, 11, 12, 13, 14, 16.6, 17.4, 18.3, 19 and 20.7 or any other provision of the Agreement that either expressly or by implication has effect after termination.
- 16.6 Upon termination or expiry of the Agreement, the Supplier shall:
- 16.6.1 give all reasonable assistance to the Customer and any incoming supplier of the Services; and
 - 16.6.2 return all requested documents, information and data to the Customer as soon as reasonably practicable.

17 Compliance

- 17.1 The Supplier shall promptly notify the Customer of any health and safety hazards which may arise in connection with the performance of its obligations under the Agreement. The Customer shall promptly notify the Supplier of any health and safety hazards which may exist or arise at the Customer's premises and which may affect the Supplier in the performance of its obligations under the Agreement.
- 17.2 The Supplier shall:
- 17.2.1 comply with all the Customer's health and safety measures while on the Customer's premises; and
 - 17.2.2 notify the Customer immediately in the event of any incident occurring in the performance of its obligations under the Agreement on the Customer's premises where that incident causes any personal injury or damage to property which could give rise to personal injury.
- 17.3 The Supplier shall:
- 17.3.1 perform its obligations under the Agreement in accordance with all applicable equality Law and the Customer's equality and diversity policy as provided to the Supplier from time to time; and
 - 17.3.2 take all reasonable steps to secure the observance of clause 17.3.1 by all Staff.
- 17.4 The Supplier shall supply the Services in accordance with the Customer's environmental policy as provided to the Supplier from time to time.
- 17.5 The Supplier shall comply with, and shall ensure that its Staff shall comply with, the provisions of:
- 17.5.1 the Official Secrets Acts 1911 to 1989; and
 - 17.5.2 section 182 of the Finance Act 1989.

18 Prevention of Fraud and Corruption

- 18.1 The Supplier shall not offer, give, or agree to give anything, to any person an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Agreement or for showing or refraining from showing favour or disfavour to any person in relation to the Agreement.
- 18.2 The Supplier shall take all reasonable steps, in accordance with good industry practice, to prevent fraud by the Staff and the Supplier (including its shareholders, members and directors) in connection with the Agreement and shall notify the Customer immediately if it has reason to suspect that any fraud has occurred or is occurring or is likely to occur.
- 18.3 If the Supplier or the Staff engages in conduct prohibited by clause 18.1 or commits fraud in relation to the Agreement or any other contract with the Crown (including the Customer) the Customer may:
- 18.3.1 terminate the Agreement and recover from the Supplier the amount of any loss suffered by the Customer resulting from the termination, including the cost reasonably incurred by the Customer of making other arrangements for the supply of the Services and any additional expenditure incurred by the Customer throughout the remainder of the Agreement; or

18.3.2 recover in full from the Supplier any other loss sustained by the Customer in consequence of any breach of this clause.

19 Dispute Resolution

- 19.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Agreement and such efforts shall involve the escalation of the dispute to an appropriately senior representative of each Party.
- 19.2 If the dispute cannot be resolved by the Parties within one month of being escalated as referred to in clause 19.1, the dispute may by agreement between the Parties be referred to a neutral adviser or mediator (the “**Mediator**”) chosen by agreement between the Parties. All negotiations connected with the dispute shall be conducted in confidence and without prejudice to the rights of the Parties in any further proceedings.
- 19.3 If the Parties fail to appoint a Mediator within one month, or fail to enter into a written agreement resolving the dispute within one month of the Mediator being appointed, either Party may exercise any remedy it has under applicable law.

20 General

- 20.1 Each of the Parties represents and warrants to the other that it has full capacity and authority, and all necessary consents, licences and permissions to enter into and perform its obligations under the Agreement, and that the Agreement is executed by its duly authorised representative.
- 20.2 A person who is not a party to the Agreement shall have no right to enforce any of its provisions which, expressly or by implication, confer a benefit on him, without the prior written agreement of the Parties.
- 20.3 The Agreement cannot be varied except in writing signed by a duly authorised representative of both the Parties.
- 20.4 The Agreement contains the whole agreement between the Parties and supersedes and replaces any prior written or oral agreements, representations or understandings between them. The Parties confirm that they have not entered into the Agreement on the basis of any representation that is not expressly incorporated into the Agreement. Nothing in this clause shall exclude liability for fraud or fraudulent misrepresentation.
- 20.5 Any waiver or relaxation either partly, or wholly of any of the terms and conditions of the Agreement shall be valid only if it is communicated to the other Party in writing and expressly stated to be a waiver. A waiver of any right or remedy arising from a breach of contract shall not constitute a waiver of any right or remedy arising from any other breach of the Agreement.
- 20.6 The Agreement shall not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between the Parties other than the contractual relationship expressly provided for in the Agreement. Neither Party shall have, nor represent that it has, any authority to make any commitments on the other Party's behalf.
- 20.7 Except as otherwise expressly provided by the Agreement, all remedies available to either Party for breach of the Agreement (whether under the Agreement, statute or common law) are cumulative and may be exercised concurrently or separately, and the exercise of one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

20.8 If any provision of the Agreement is prohibited by law or judged by a court to be unlawful, void or unenforceable, the provision shall, to the extent required, be severed from the Agreement and rendered ineffective as far as possible without modifying the remaining provisions of the Agreement, and shall not in any way affect any other circumstances of or the validity or enforcement of the Agreement.

21 Notices

21.1 Any notice to be given under the Agreement shall be in writing and may be served by personal delivery, first class recorded or, subject to clause 21.3, e-mail to the address of the relevant Party set out in the Award Letter, or such other address as that Party may from time to time notify to the other Party in accordance with this clause:

21.2 Notices served as above shall be deemed served on the Working Day of delivery provided delivery is before 5.00pm on a Working Day. Otherwise delivery shall be deemed to occur on the next Working Day. An email shall be deemed delivered when sent unless an error message is received.

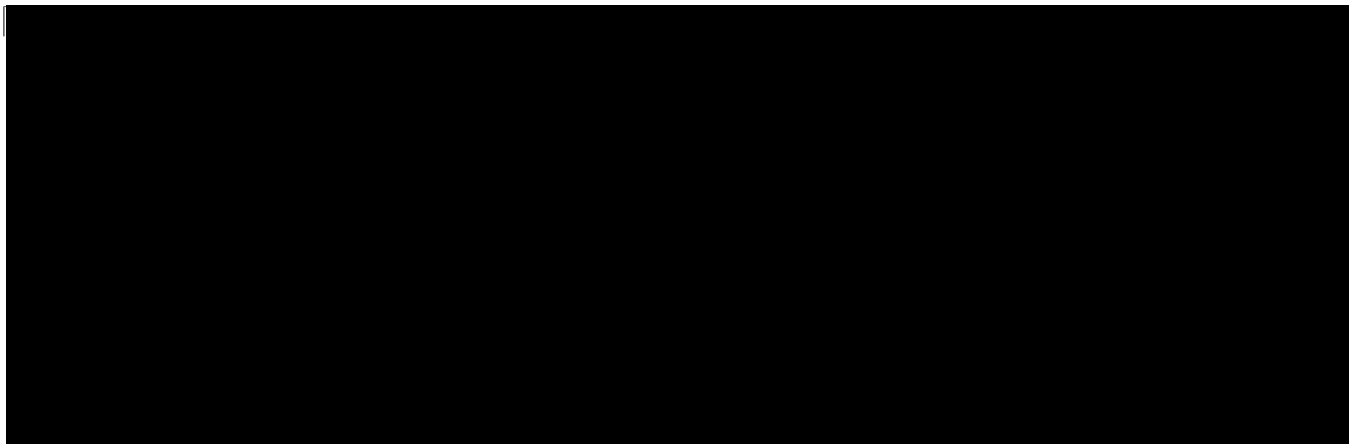
21.3 Notices under clauses 15 (Force Majeure) and 16 (Termination) may be served by email only if the original notice is then sent to the recipient by personal delivery or recorded delivery in the manner set out in clause 21.1.

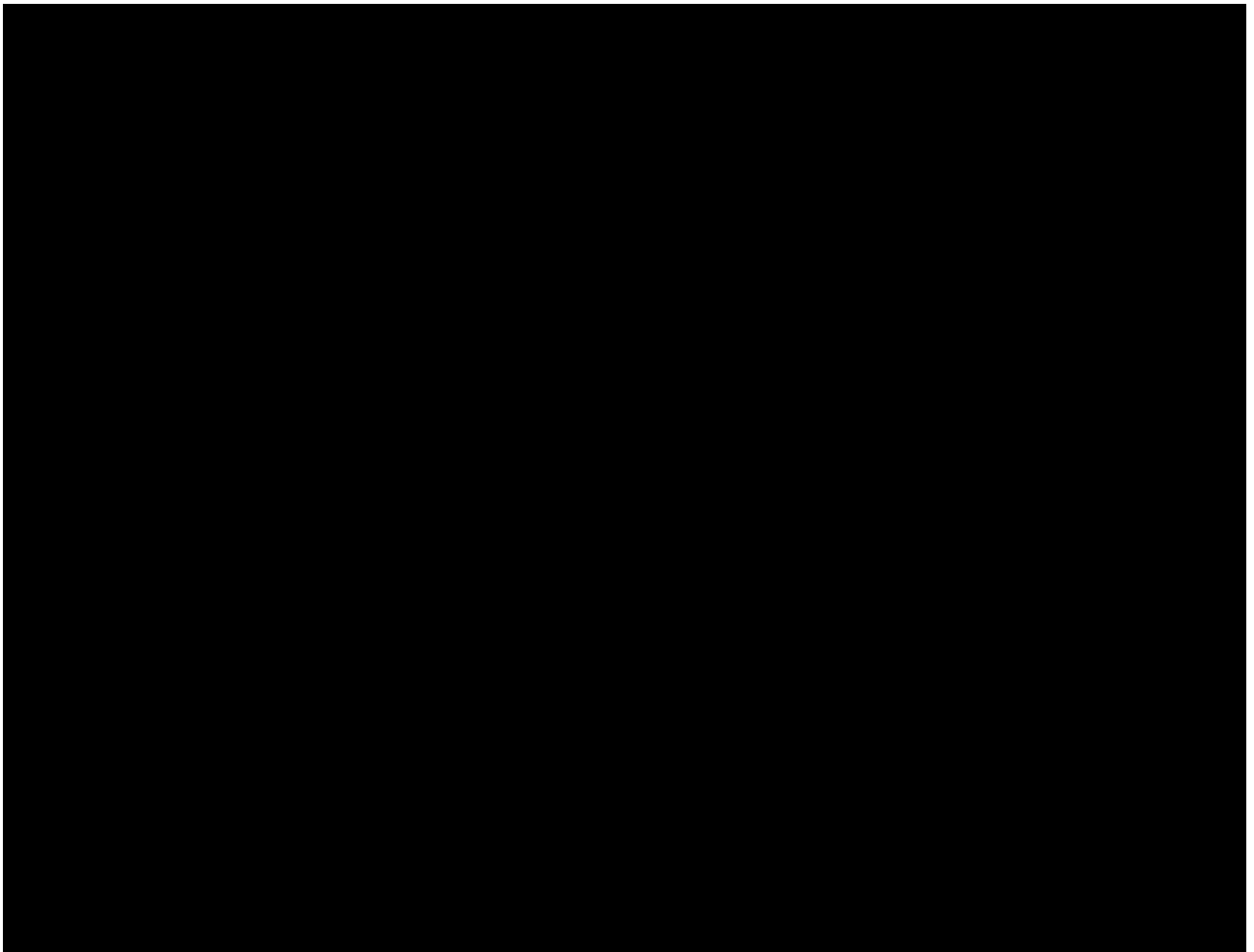
22 Governing Law and Jurisdiction

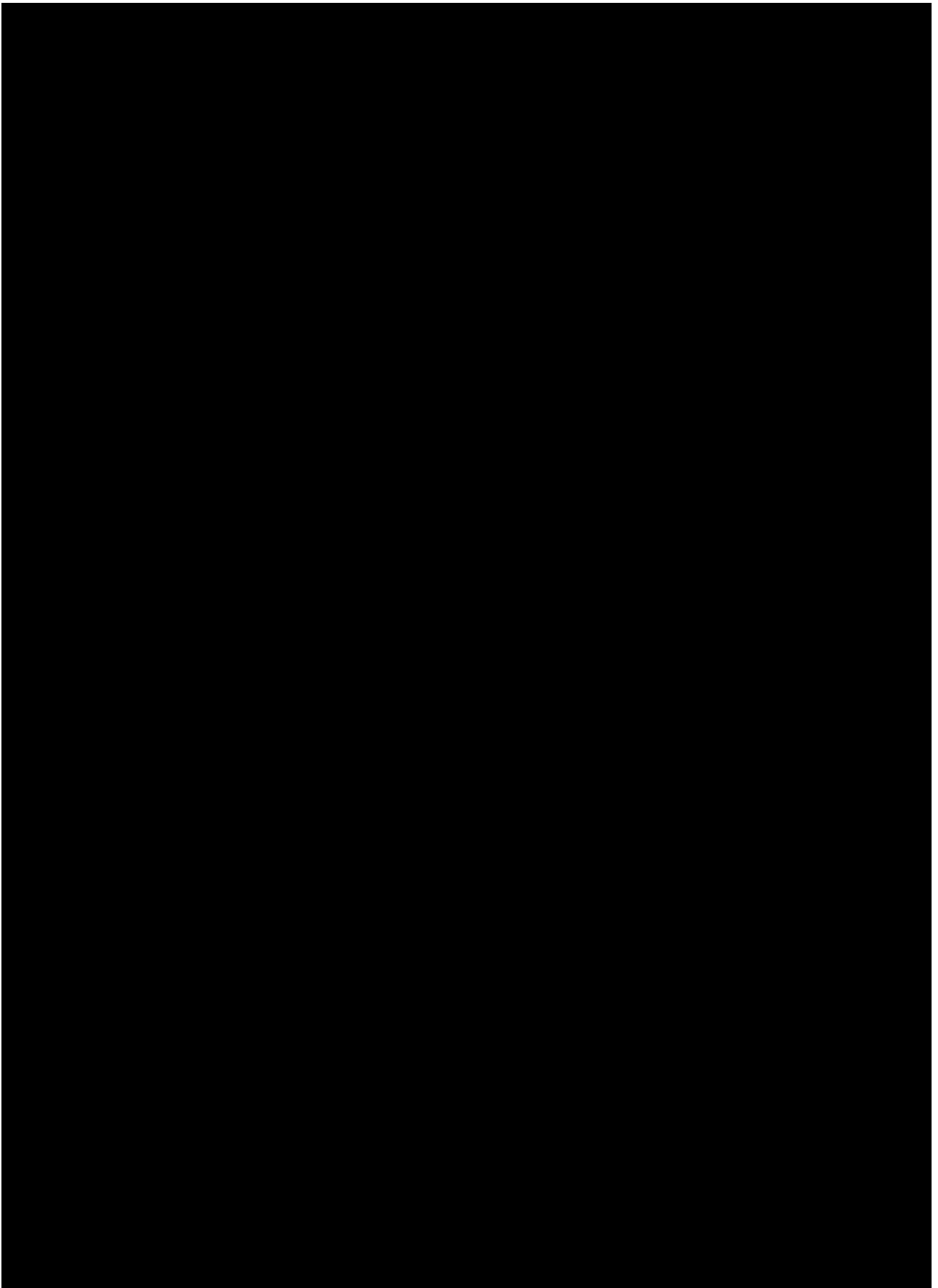
The validity, construction and performance of the Agreement, and all contractual and non-contractual matters arising out of it, shall be governed by English law and shall be subject to the exclusive jurisdiction of the English courts to which the Parties submit.

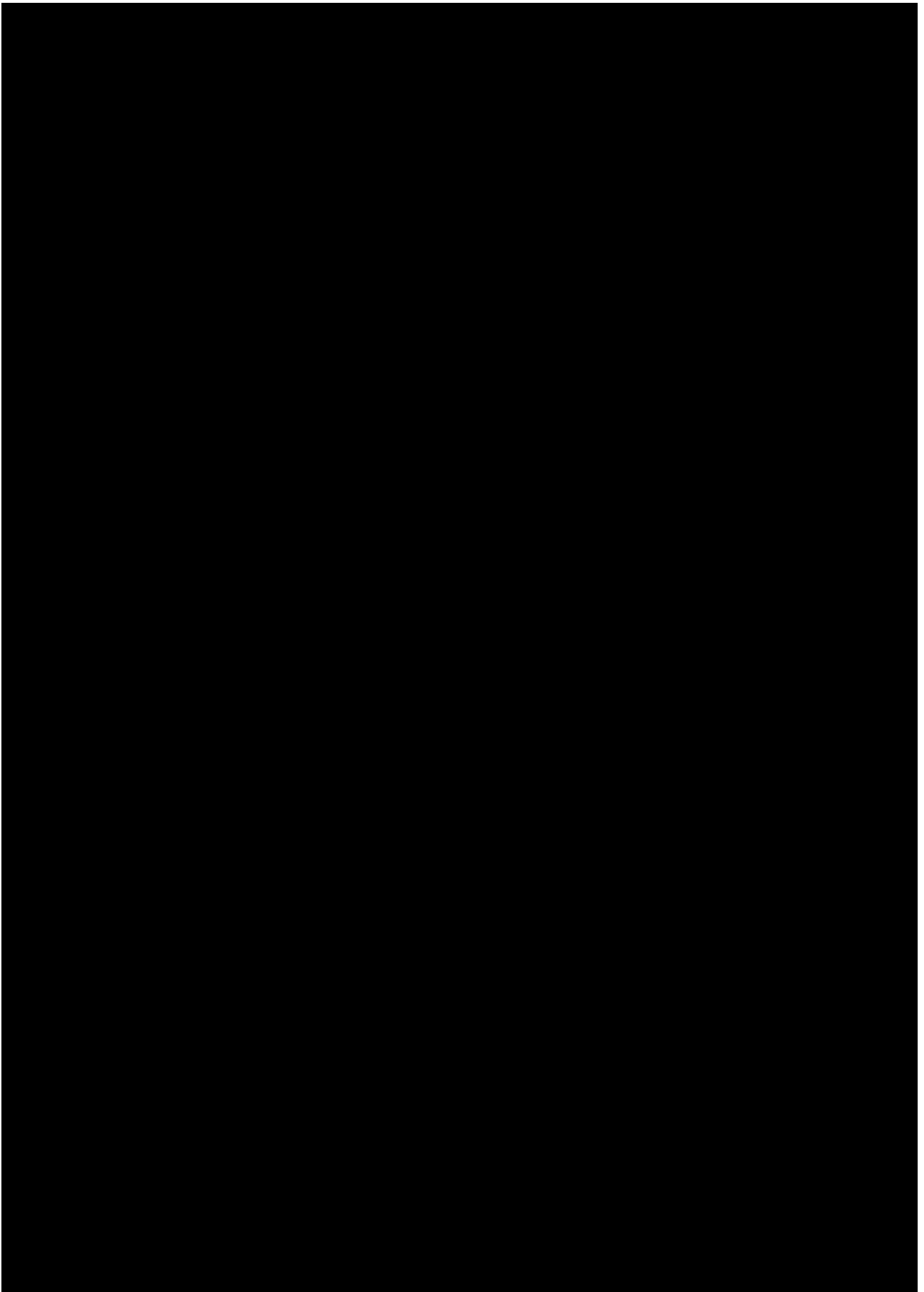
Annex 2 - Charges

1. The Authority shall pay to the Contractor no more than the fixed sum identified in Table 1 below: **GBP £ 59,559.51 as the Price.**
2. Subject to any Variation agreed in accordance with the terms of this Contract as set out in Clause 3.3, the amounts in Table 1 shall remain firm throughout the duration of the Contract.
3. In the event that the Contract is varied, the amounts in Table 1 below may be adjusted as agreed in writing, between the Authority and the Contractor and added as an addendum to the Contract to reflect the amount in Table 3.
4. The payment arrangements shall be as follows:
 - 4.1. Upon completion of milestones 3 [REDACTED], to the satisfaction of the Authority, of the Services described in the Specification for each of the milestones set out in Table 2 below and upon delivery, to the satisfaction of the Authority, to the Authority of the corresponding milestone deliverables set out in Table 2 below; the Contractor shall submit an invoice to the Authority for the amounts set out in Table 1 in respect of each such milestone;
 - 4.2. Any and all such invoices shall comply with the requirements in Annex 1 (clauses 5.1 – 5.9) of the Contract and the Contractor shall provide all further reasonable information and/or evidence of completion as the Authority shall reasonably require to demonstrate the satisfactory completion of the agreed milestones (clause 4.1);
 - 4.3. The Authority shall pay all Valid Invoices in accordance with the payment terms in Annex 1 (clauses 5.1 – 5.9) of the Contract to the bank account nominated by the Contractor in the invoice.











Annex 3 – Specification

1.0 Introduction

Domestic burning is a major contributor to our national emissions of fine particulate matter (PM_{2.5}), estimated to account for 43% of PM_{2.5} emissions¹. This pollutant has been identified by the World Health Organization as the most damaging to people's health. The tiny particles in smoke can enter the bloodstream and internal organs, causing long term health issues as well as having more immediate impacts on some, such as breathing problems or asthma attacks. Given the impact of PM_{2.5} on human health, the government considers that it is important we take action to reduce the emissions from domestic burning, and their impact on the health of householders and their neighbours.

The Air Quality (Domestic Solid Fuels Standards) (England) Regulations 2020² introduced measures to tackle the harmful emissions from domestic burning. Through these Regulations, the sale of the most harmful types of fuels is being phased out from May 2021. The objective of these measures is to shift people from more polluting to less polluting fuels, i.e. from wet wood to dry wood, and from traditional house coal to low sulphur manufactured solid fuels.

The key changes include:

- Requirement for wood sold in small volumes, under 2m³, to have a moisture content of 20% or less.
- Wet wood (moisture content greater than 20%) sold in units of 2m³ or more must be accompanied with advice on how to dry and store before use.
- Traditional house coal has been banned from general sale (i.e., supermarkets, garage forecourts, etc.) from 1 May 2021. Approved coal merchants are able to supply loose coal direct to consumers until 30 April 2023, after which all sales of traditional house coal for use in domestic premises will be banned.
- Manufactured solid fuels (MSFs) sold in England need to meet sulphur and smoke emission limits. They need to be certified to confirm that they have a sulphur content below 2% and emit less than 5g of smoke per hour. This broadens existing Smoke Control Area requirements for MSFs into a national requirement across the whole of England.

¹ [Emissions of air pollutants in the UK – Particulate matter \(PM10 and PM2.5\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statistics/emissions-of-air-pollutants-in-the-uk-particulate-matter-pm10-and-pm25)

² [The Air Quality \(Domestic Solid Fuels Standards\) \(England\) Regulations 2020 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2020/1251/contents/make)

The Authority is aware that new fuels, such as coffee logs, are entering the market. As stated in the Clean Air Strategy³, the government wants to encourage innovation, but customers need to be certain that these products are safe to use, and no testing standard for emissions currently exists. Further research is needed to consider the most appropriate standard for these products to ensure that health and environmental impacts are minimized. The government has stated that it intends to review these fuels with a view to setting relevant standards. In the meantime, these fuels are exempt from the new requirements for MSFs and may continue to be sold outside Smoke Control Areas.

2.0 Aim of the research

This proposed study is a first step in the review of these new and emerging fuels.

Domestic combustion using wood as a fuel accounted for 38 per cent of primary emissions of PM2.5 in 2019 (with all emissions from domestic burning accounting for 43 per cent of PM2.5 emissions), based on the best available data. The Authority knows there is uncertainty about this data, given the difficulties in accurately estimating the extent and nature of domestic burning, and we are working to reduce this uncertainty. The Authority (Defra) want to find out the share and size of the market for coffee logs and other emerging waste-based fuels (such as olive logs) and to know the market trends, e.g., is the market share increasing? If so, what are the drivers? Is this because of the 2020 domestic fuels legislation, and to what extent? How rapidly is any growth in market share taking place? This will help in understanding the scale of the issue, and whether it is proportionate to commission further research into emissions from these fuels when combusted with a view to introducing appropriate regulations.

The Authority is aware that, since the new measures were introduced, lignite is starting to be sold as a fuel for domestic burning. The new requirements do not apply to lignite, and concerns have been raised that this is a highly polluting form of coal. The Authority are also looking for information about the size of the market (and trends and their response to the new requirements) for this fuel, and any other emerging fuels such as pet coke, to see whether research into these fuels and possible new standards is proportionate.

³ [Clean Air Strategy 2019 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/clean-air-strategy-2019)

3.0 Project Requirements

The proposed project consists of two core work packages.

Each work package is outlined below.

3.1 Work Package 1 (WP1)

The Contractor will:

- Identify the main new and emerging domestic fuels to be covered by this market study (**Deliverable 1.1**). This decision will be based on the current market share of fuels, and also expected developments over the next few years. It is expected that coffee logs and lignite must be covered. The Contractor must specify the fuels to be covered and provide the rationale for choosing these fuels and must outline the data sources used to inform the study. The Contractor's approach will need to be agreed with the Authority.
- Carry out a quantitative study to assess the size of the domestic burning market in England for each of these new and emerging fuels during the 2020/2021 burning season. The contractor must also provide information separately on the size of the wider market for these fuels, including pubs, hotels, restaurants, and holiday lets (**Deliverable 1.2**). Again, the Contractor will determine the method for calculating this information (for example, carrying out surveys, desk-based research, or a mixture of different approaches) and must explain the reasons for choosing this method. The explanation should acknowledge the limitations of the chosen method, and how these will be addressed. The method and the format for presenting this information will need to be agreed with the Authority.
- Calculate the domestic burning market share in England for each of these fuels during the 2020/2021 season. The contractor must also calculate the wider market share as for Deliverable 1.2 (**Deliverable 1.3**). The Authority would expect the Contractor to use the outcomes of their quantitative study of the market size for each fuel for this period, along with existing data providing information about the market share of more established fuels such as wood, coal and manufactured solid fuels. The Authority would expect that the data used will include the Digest of UK Energy Statistics (DUKES) produced by the Department for Business, Energy, and Industrial Strategy (BEIS). The method for calculating the market share and the format for presenting this information will need to be agreed with the Authority.
- Carry out an assessment of historical trends in the market for the identified new and emerging fuels (**Deliverable 1.4**) covering the last five to ten years,

for example. This should include a qualitative assessment of the drivers behind these trends. This will include an assessment of the extent to which the Air Quality (Domestic Solid Fuels Standards) (England) Regulations 2020 are responsible for any change in the volume of sales of these fuels. The Contractor will propose the methodology to be used and agree this with the Authority. The Authority would expect that this will include discussions with industry, in particular retailers of these fuels. This assessment will be developed further under Work Package 2 (WP2).

- Produce an interim report for the Authority setting out the outputs from this Work Package (**Deliverable 1.5**). This will be developed further under WP2.

3.2 Work Package 2 (WP2)

The Contractor will:

- Carry out a quantitative study to assess the size of the domestic burning market (and the wider market as in WP1) in England for each of the new and emerging fuels identified under WP1 during the 2021/2022 season (**Deliverable 2.1**). The Contractor will use the method agreed with the Authority for Deliverable 1.2.
- Calculate the domestic burning market share (and the wider market share as in WP1) in England for each of these fuels during the 2021/2022 season, using the method agreed with the Authority under WP1 for Deliverable 1.3 (**Deliverable 2.2**).
- Further develop the assessment of trends in the market for the identified fuels (**Deliverable 2.3**). The Authority expects the Contractor to build on the assessment carried out under WP1. WP2's assessment should reflect the data obtained under WP1 and WP2 and include a further qualitative assessment of the drivers behind these trends, including the impact of the domestic fuels Regulations. Again, the Contractor must propose the methodology to be used and agree this with the Authority.
- Produce a final report for the Authority setting out the outputs from WP1 and this Work Package (**Deliverable 2.4**). This will build on the interim report produced under WP1.

3.3 Project Management

3.3.1 Project management for WP1 and WP2

The Contractor will be required to meet with Defra on a monthly basis (**Deliverable 3.1**) to discuss contract performance and any issues relating to the Contract. These meetings should be co-ordinated by the Contractor but can be hosted at Defra buildings, or virtually.

The Contractor will also be required to submit separate reports to the dedicated Contract Manager on a monthly basis (**Deliverable 3.2**), by email with accompanying papers if necessary, and supported by teleconference with the Authority as appropriate. The reports will detail progress towards relevant deliverables and spend on the budget. Invoices will only be signed off on receipt and acceptance of these monthly reports. The monthly reports must contain:

- An up-to-date version of the risk register for the contract deliverables and the Issues Log (see Risk Management section).
- An up-to-date assessment of progress against each of the deliverables in the contract, highlighting any actual or likely slippage that may cause a delay.
- An up-to-date tracker of spend on contract deliverables, including baseline and projected spends to highlight where issues may occur.
- A detailed log of all ad hoc requests.

In addition to these monthly meetings, the Contractor will attend fortnightly calls (**Deliverable 3.3**) with the Defra contract manager to provide quick updates and raise any issues that may have arisen.

3.3.2 Risk Management

The Contractor will be required to produce and maintain a project risk register (**Deliverable 3.4**) which should be reviewed regularly and presented for consideration at monthly meetings.

Bids must include details of any perceived risks for the project which could affect the Contractor's ability to deliver the required outputs. Please consider the following (this list is not exhaustive):

- health & safety (including any Covid-related considerations)
- industry unable or unwilling to provide required information
- uncertainty related to the data or outcomes of the study (including analysis of the drivers behind market trends)
- the Authority's business needs changing during implementation

The risk assessment should include what the risk is, who the risk owner is, the unmitigated level of risk (high, medium, or low), the mitigation measures to be put in place and the resulting final level of risk. Alongside the risk appraisal, a description should be provided of the implications for the Authority of project failure at different levels of risk.

Bids must also include details on the amount of cover available for key members of the project team or organisations in the event that they are temporarily or permanently no longer available for work on the project. This must be complete cover for the position(s) in question. It is expected that mitigation measures for this risk are robustly provided, and where possible, evidenced. Where relevant, the selection methods for sub-contractors or consortium members should be included.

The Contractor will be required to produce and maintain an Issues Log (**Deliverable 3.5**) which should be reviewed regularly and presented for consideration at monthly meetings. The Contractor should highlight issues at an early stage to the Authority, along with their plans for resolving these.

4.0 Outputs

Outputs, such as reports, must be designed to communicate effectively with the policy customers in Defra. All outputs are subject to approval and sign off by the Authority.

The specified outputs for this Project are:

4.1 Management Outputs and Meetings

- An inception plan that includes a draft project plan and delivery timetable (**Deliverable 4.1**).
- An initial meeting with the Authority to discuss and agree options and confirm the project plan and delivery timetable (**Deliverable 4.2**)
- Provide full secretariat agendas and producing minutes for the monthly progress meetings (**Deliverable 4.3**). The Authority's appointed Contract

Manager from Defra who is leading the project will assist in teleconferencing arrangements/arranging meeting rooms (if appropriate).

- Presentation of interim and final reports (**Deliverable 4.4**).

4.2 Technical Outputs

- A brief report outlining the rationale behind the choice of fuels to be covered by this market study (**Deliverable 1.1**).
- An interim report setting out the outputs from WP1 (**Deliverable 1.5**).
- A final report setting out the outputs from WP1 and WP2 (**Deliverable 2.4**).
- Concise monthly progress reports (**Deliverable 3.2**).
- A project risk register (**Deliverable 3.4**).
- An inception plan (**Deliverable 4.1**).

The interim report (**Deliverable 1.5**) should include as a minimum:

- Background;
- Rationale for choosing the fuels to be covered by this market study;
- Explanation of methods used to assess the size of the domestic burning market (and the wider market) for each of these fuels during the 2020/2021 season;
- Results and analysis of this assessment;
- Explanation of the data and methods used to calculate the market share for each of these fuels during the 2020/2021 season;
- Results and analysis of this calculation;
- Explanation of the methodology used to carry out an assessment of trends in the market for the identified new and emerging fuels;
- Assessment of trends in the market for these fuels;
- Uncertainties and implications;
- Initial/emerging conclusions and recommendations;
- References, glossary, list of abbreviations.

The final report (**Deliverable 2.4**) should include as a minimum:

- Background;
- Summary of the content of the interim report
- Results and analysis of the quantitative study to assess the size of the domestic burning market (and the wider market) for each of the fuels identified under WP1 during the 2021/2022 season;
- Results and analysis of the calculation of the domestic burning (and wider burning) market share for each of these fuels during the 2021/2022 season;
- Explanation of the methodology used to carry out the further assessment of trends in the market for the identified new and emerging fuels;
- Assessment of trends in the market for these fuels (building on the assessment in the interim report);

- Uncertainties and implications;
- Conclusions and recommendations;
- References, glossary, list of abbreviations.

The structure of both these reports will be agreed in advance with the Authority.

4.3 Summary table of deliverables

Number	Details of deliverable
1.1	Identification of the main new and emerging domestic fuels to be covered by this market study
1.2	Quantitative study to assess the size of the domestic burning market in England for each of these new and emerging fuels during the 2020/2021 burning season. Separate information on the size of the wider market for these fuels, including pubs, hotels, restaurants, and holiday lets
1.3	Calculation of domestic burning market share in England for each of these fuels during the 2020/2021 season. Calculation of wider market share as for Deliverable 1.2
1.4	Assessment of historical trends in the market for the identified new and emerging fuels
1.5	Interim report setting out the outputs from WP1
2.1	Quantitative study to assess the size of the domestic burning market (and the wider market as in 1.2) in England for each of the new and emerging fuels identified under 1.1 during the 2021/2022 season
2.2	Calculation of domestic burning market share (and the wider market share as in 1.3) in England for each of these fuels during the 2021/2022 season

2.3	Further develop the assessment of trends in the market for the identified fuels
2.4	Final report setting out the outputs from WP1 and WP2
3.1	Monthly meetings to discuss contract performance and any issues
3.2	Monthly reports submitted to Contract Manager
3.3	Fortnightly reports with Contract Manager
3.4	Risk register
3.5	Issues Log
4.1	Inception plan (including draft project plan and delivery timetable)
4.2	Initial meeting to discuss and agree options and confirm the project plan and delivery timetable
4.3	Provide full secretariat agendas and producing minutes for the monthly progress meetings
4.4	Presentation of interim and final reports

5.0 Timing

The time allocated to each work package is as follows.

Work Programme	Duration	
WP1	13 January – February 2022	
WP2	January – 31 March 2022	

6.0 Payment

- 6.1. There will 2 payment stages for WP1 and WP2 as set out in the milestones in *Annex 2 Table 2*. The first payment (35% of total cost) will be made on completion of work milestone 3. The second and final payment (65% of total cost) will be made on delivery of milestone 4 and the final report. All payments will be made to the successful tenderer according to the agreed milestones.
- 6.2. All payment will be made to the successful Contractor by invoice according to the agreed milestones/Work Packages 1 and 2. However, where there has been an overpayment made by the Authority to the Contractor, such monies shall be recoverable.

Please Note:

Tenderers must be aware that all Tenders are submitted in acceptance of agreed Authority's terms and conditions of Contract. Any clarifications regarding terms and conditions must be discussed & agreed during the Tender period. No discussion of terms and conditions of Contract shall be held following Tender submission. Failure to agree with the terms and conditions of Contract post Tender shall result in a bid being deemed non-compliant.

7.0 Travel and subsistence

All Travel and Subsistence should be in line with Defra's Travel and Subsistence Policy. Claims should always be supported by valid receipts for audit purposes and must not exceed any of the stated rates below. Should the stated rate be exceeded, Defra reserve the right to reimburse only up to the stated rate.

Rail Travel

All Journeys – Standard class rail unless a clear business case demonstrating value for money can be presented. This includes international rail journeys by Eurostar and other international and overseas rail operators.

Mileage Allowance

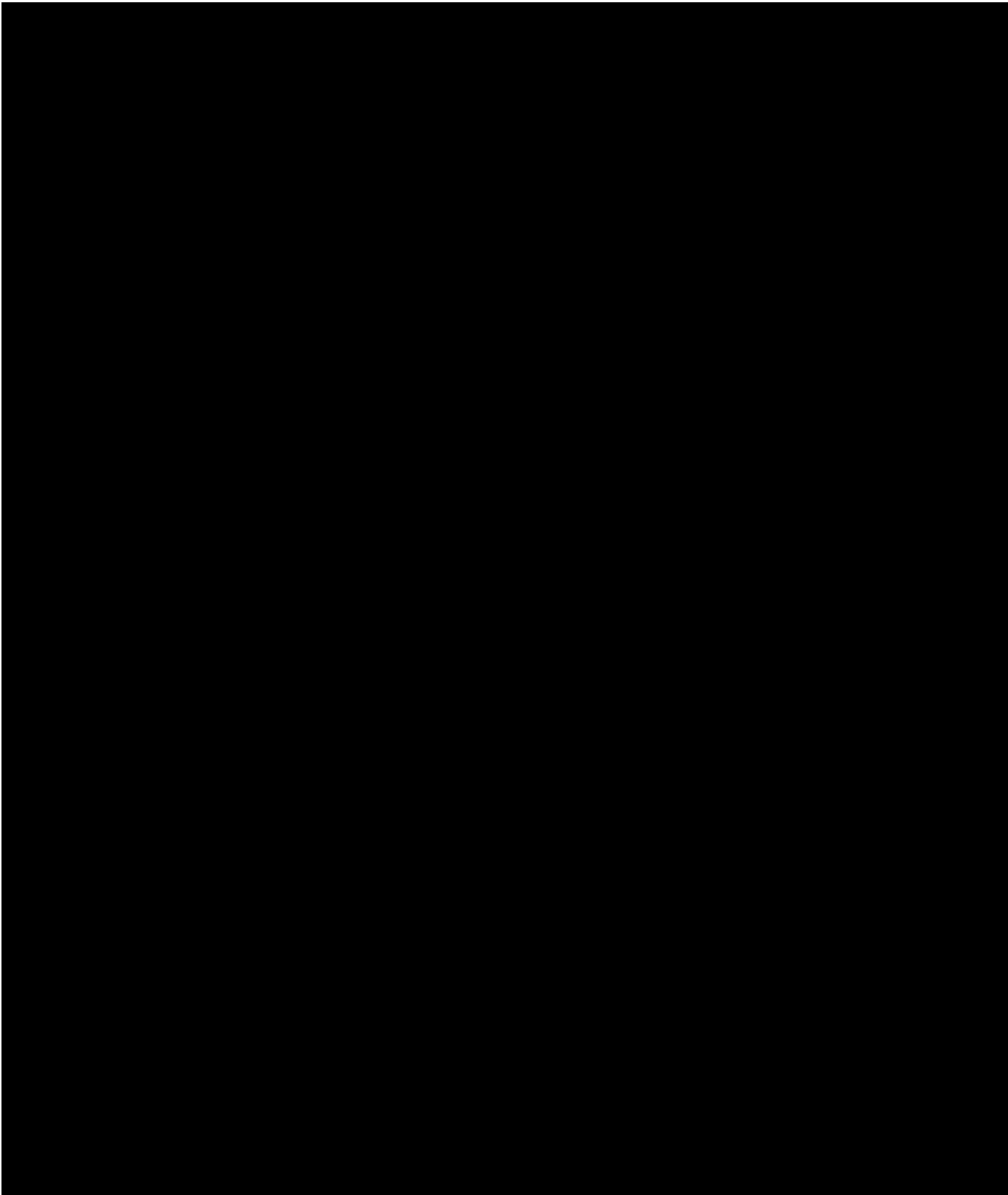
Mileage allowance	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Private cars and vans – no public transport rate*	45p	25p
Private cars and vans – public transport rate	25p	25p
Private motorcycles	24p	24p
Passenger supplement	5p	5p
Equipment supplement**	3p	3p
Bicycle	20p	20p

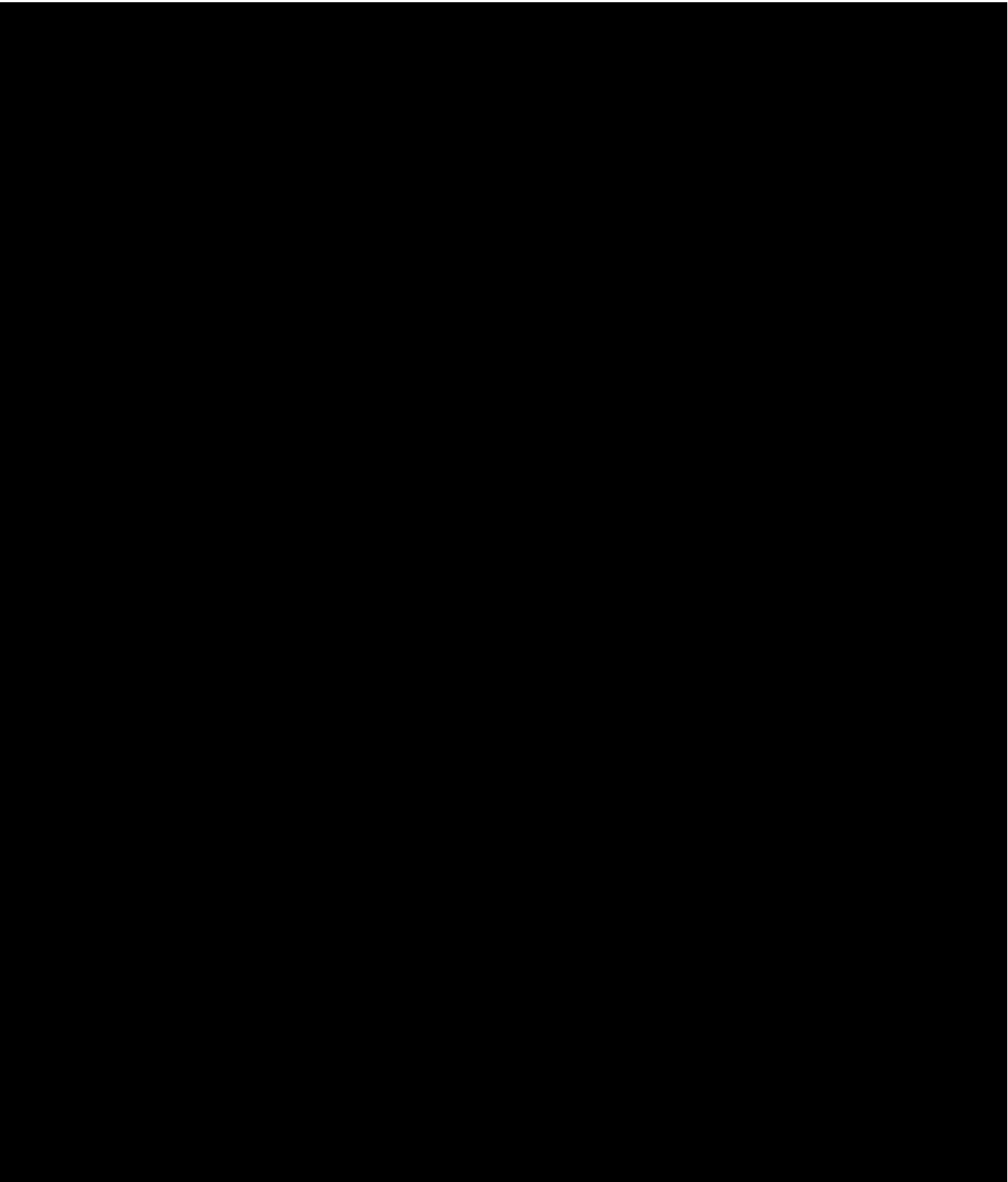
*NB the 'no public transport rate' for car and van travel can only be claimed where the use of a private vehicle for the journey is essential e.g., on grounds of disability or where there is no practical public transport alternative. If the use of the vehicle is not essential the 'public transport rate' should be claimed.

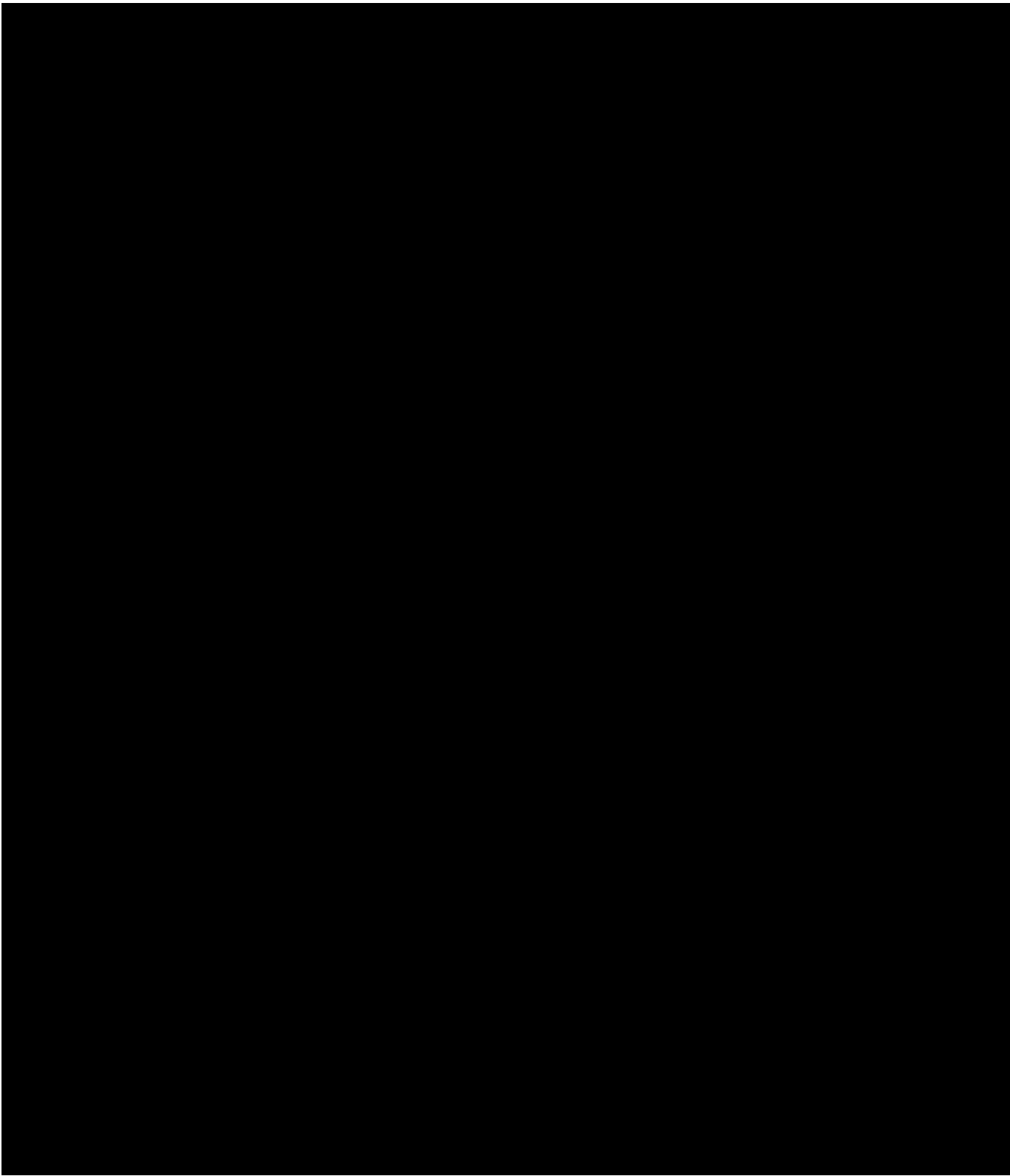
** Under HMRC rules this expense is taxable.

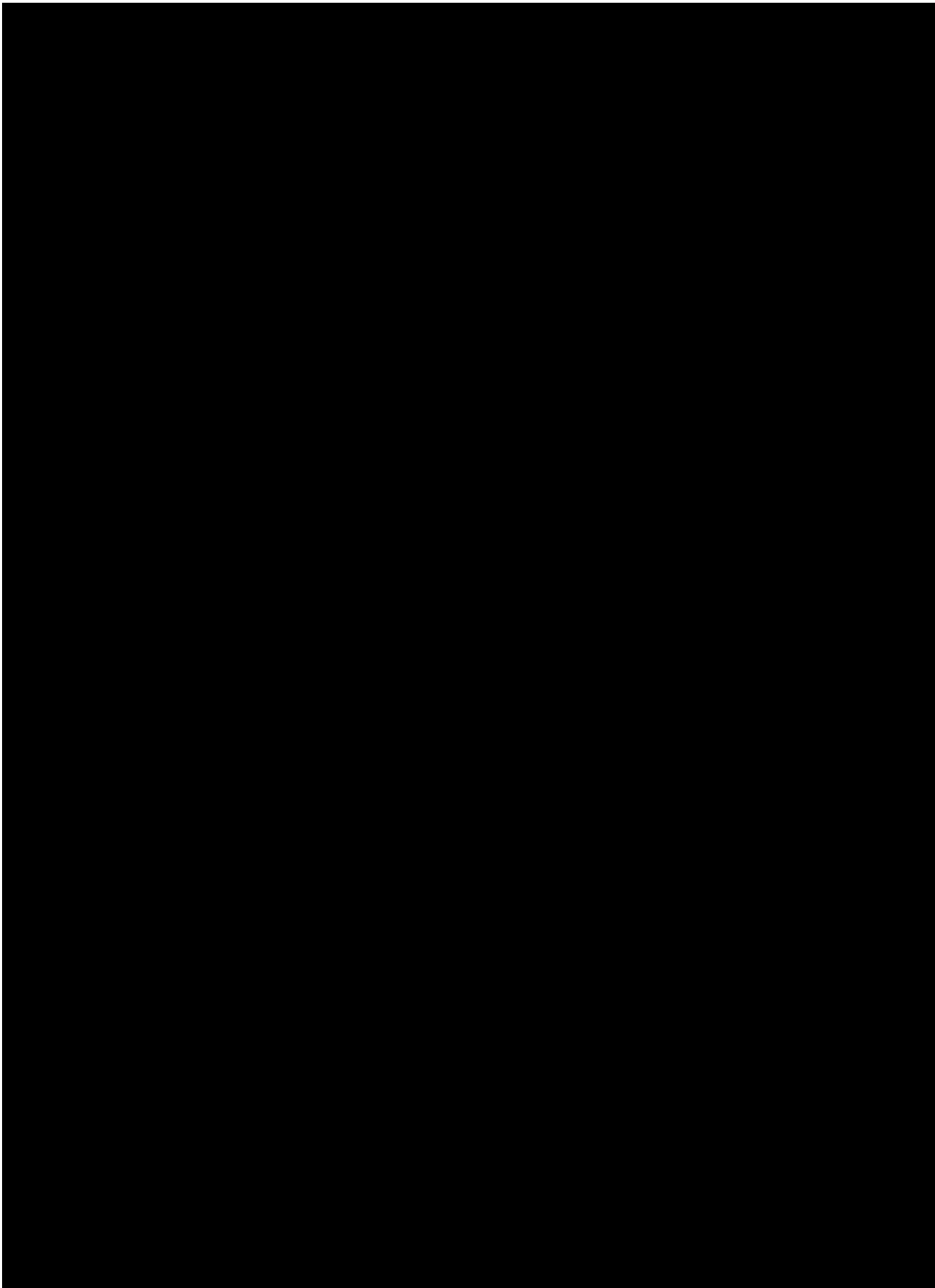
UK Subsistence

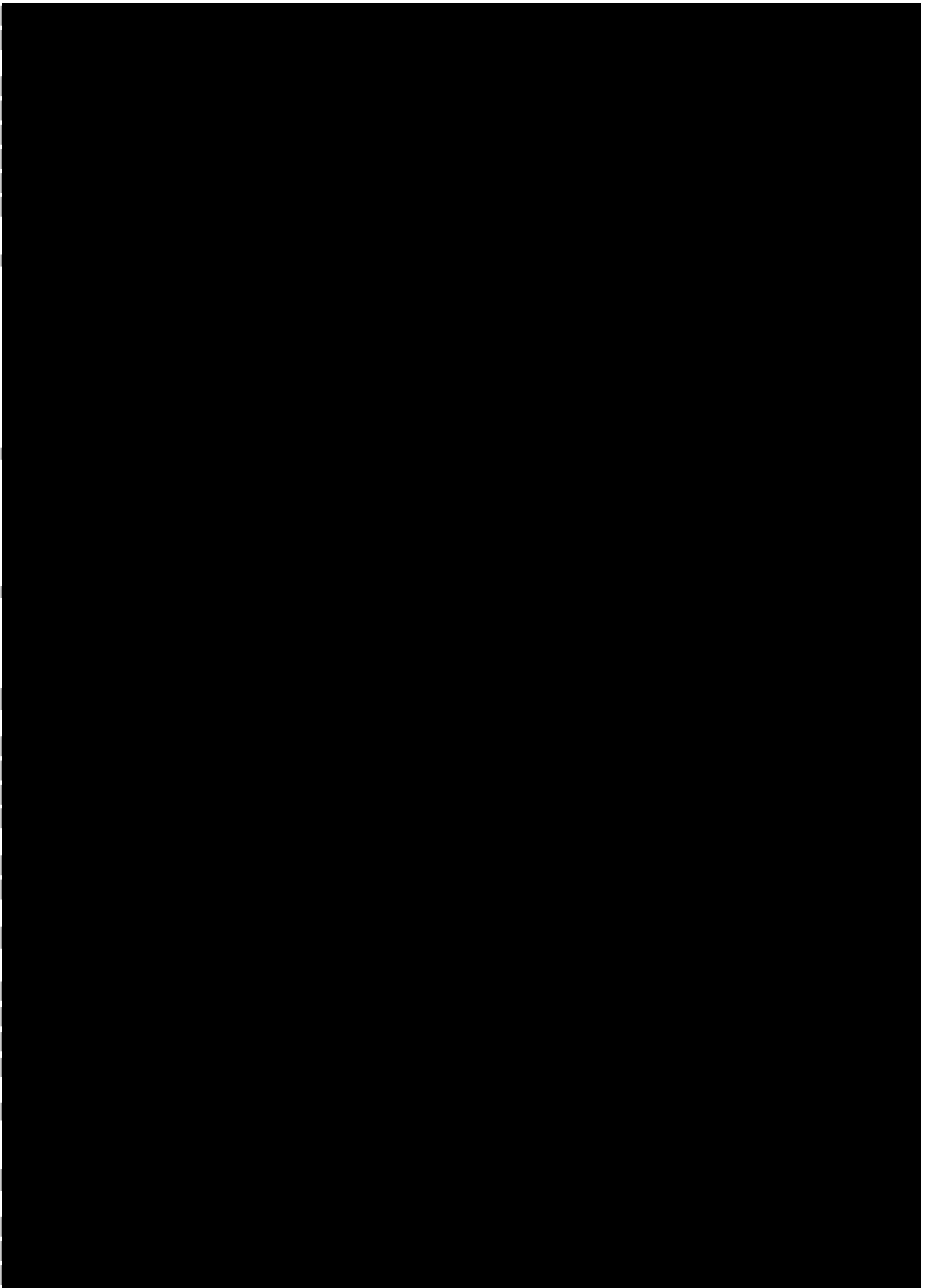
Location	Rate
London (Bed and Breakfast)	£130 per night
Rates for specific cities (Bed and Breakfast)	Bristol £100 per night Weybridge £100 per night Warrington £90 per night Reading £85 per night
UK Other (Bed and Breakfast)	£75 per night for all other locations

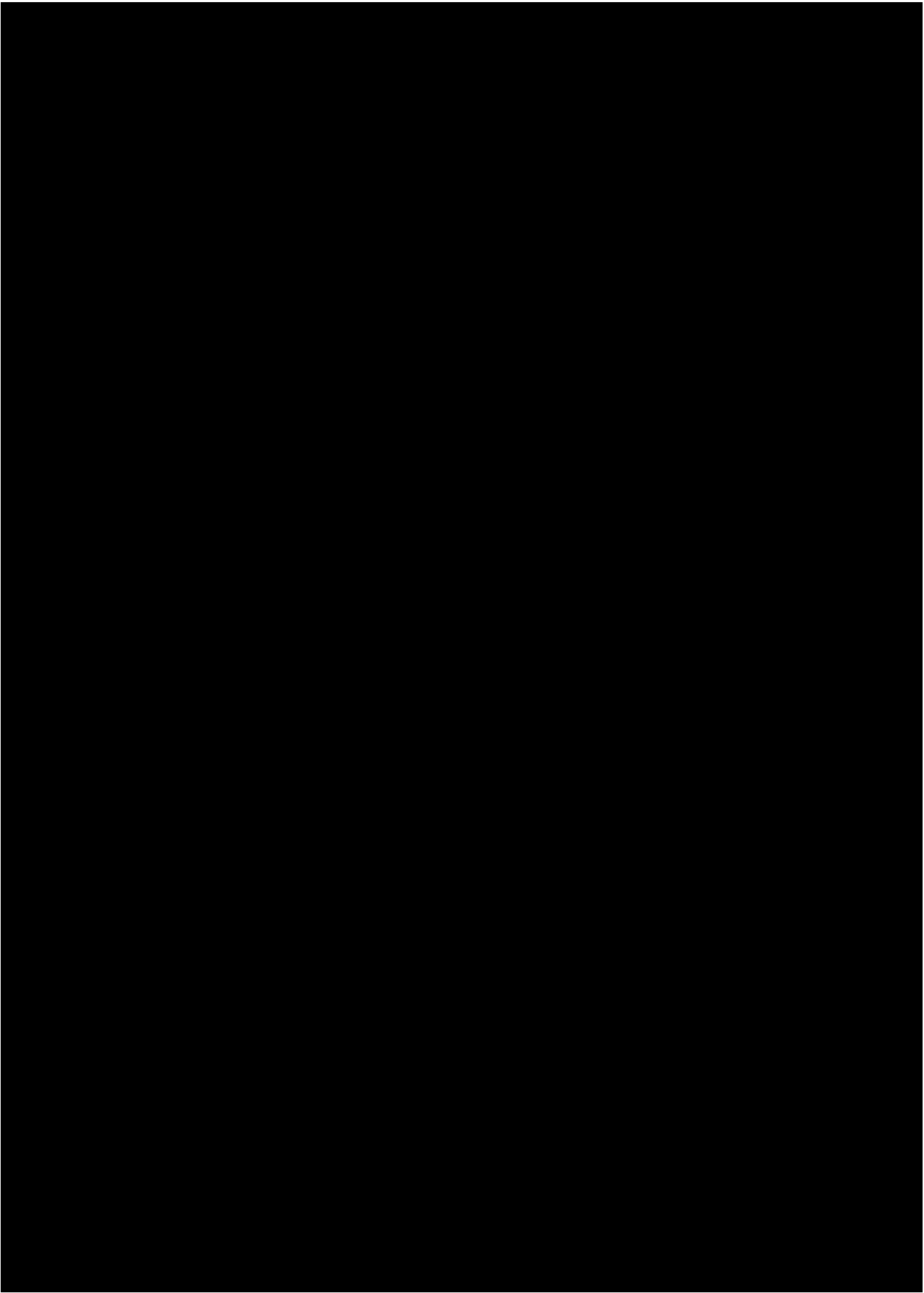


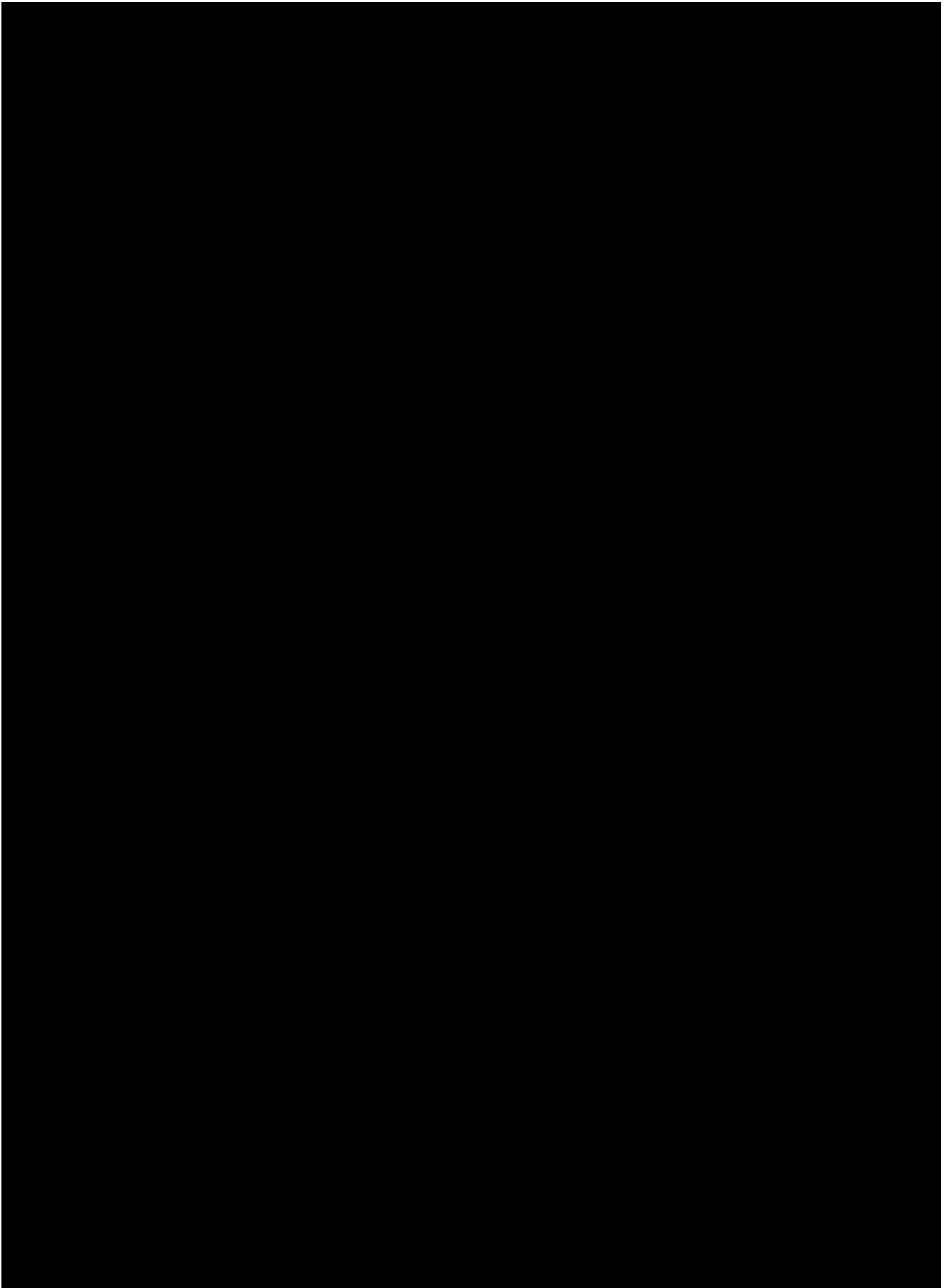


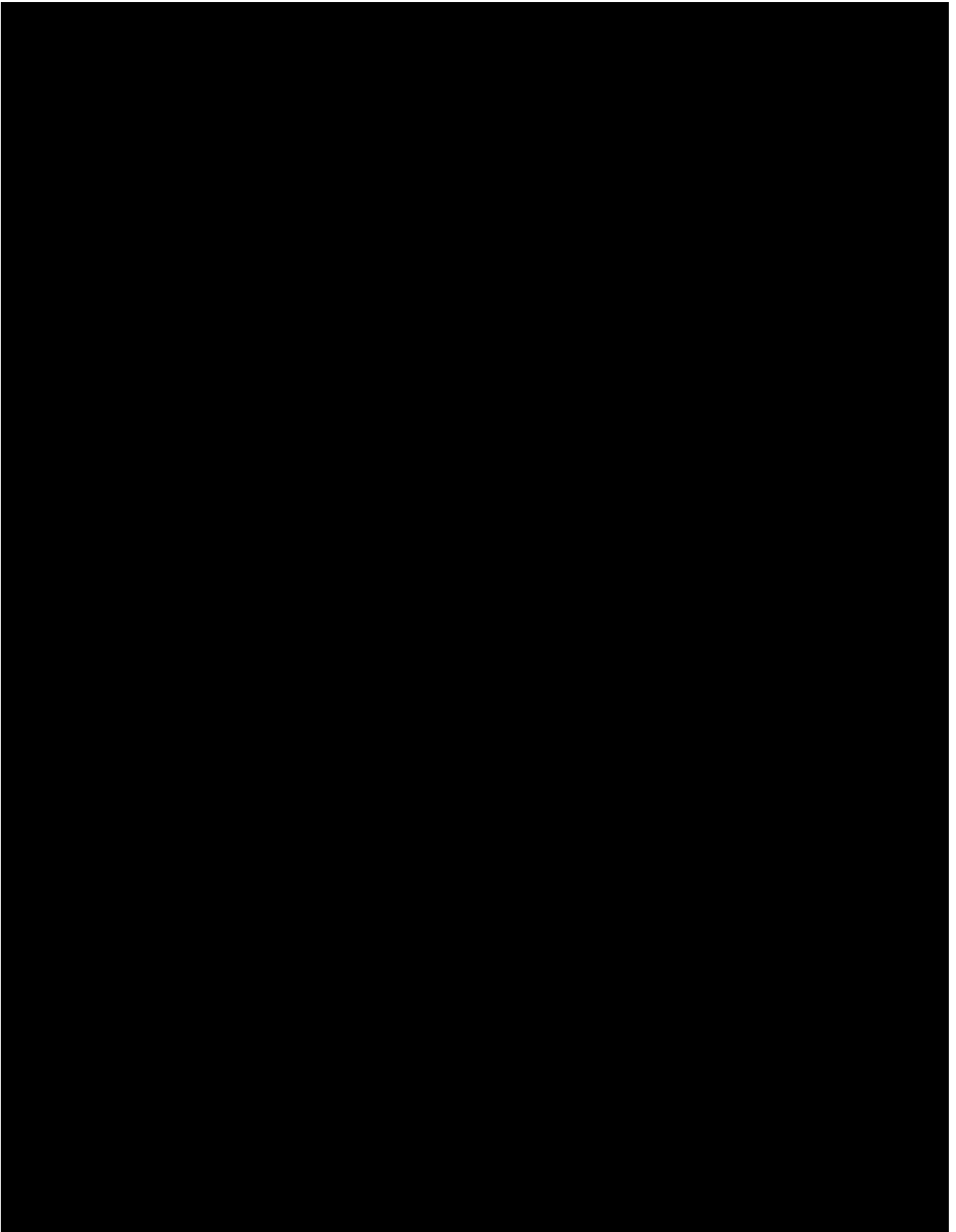


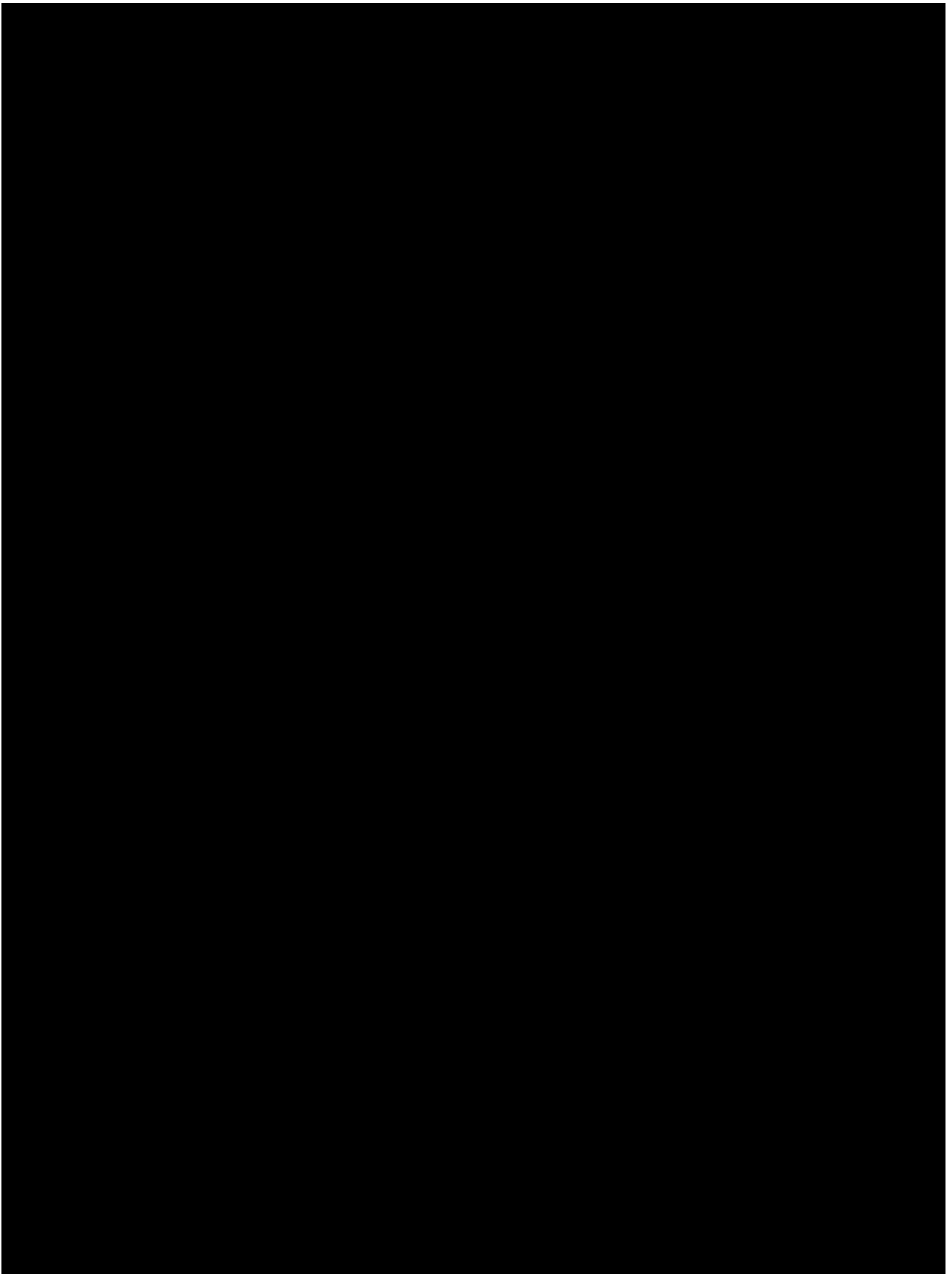


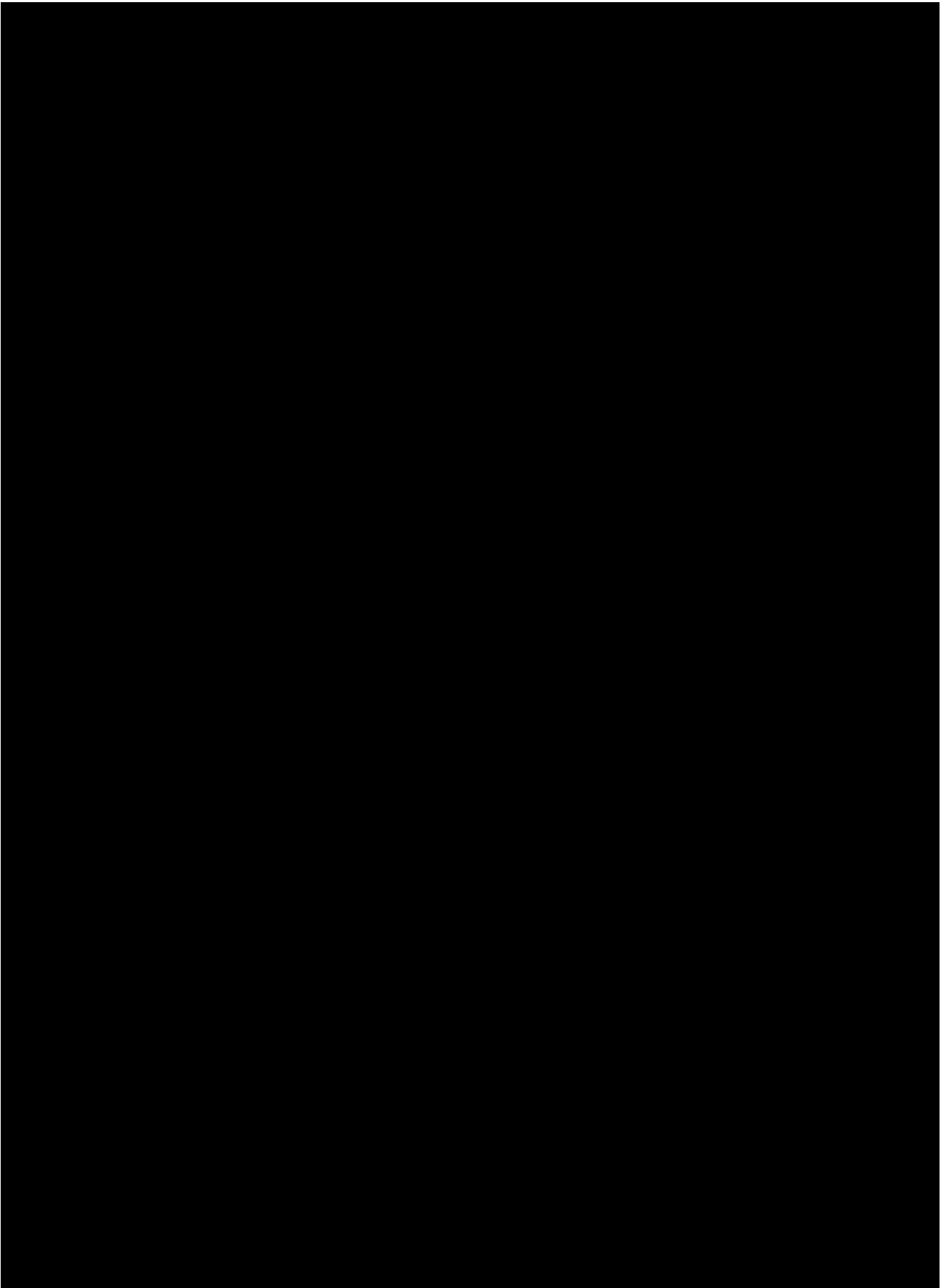


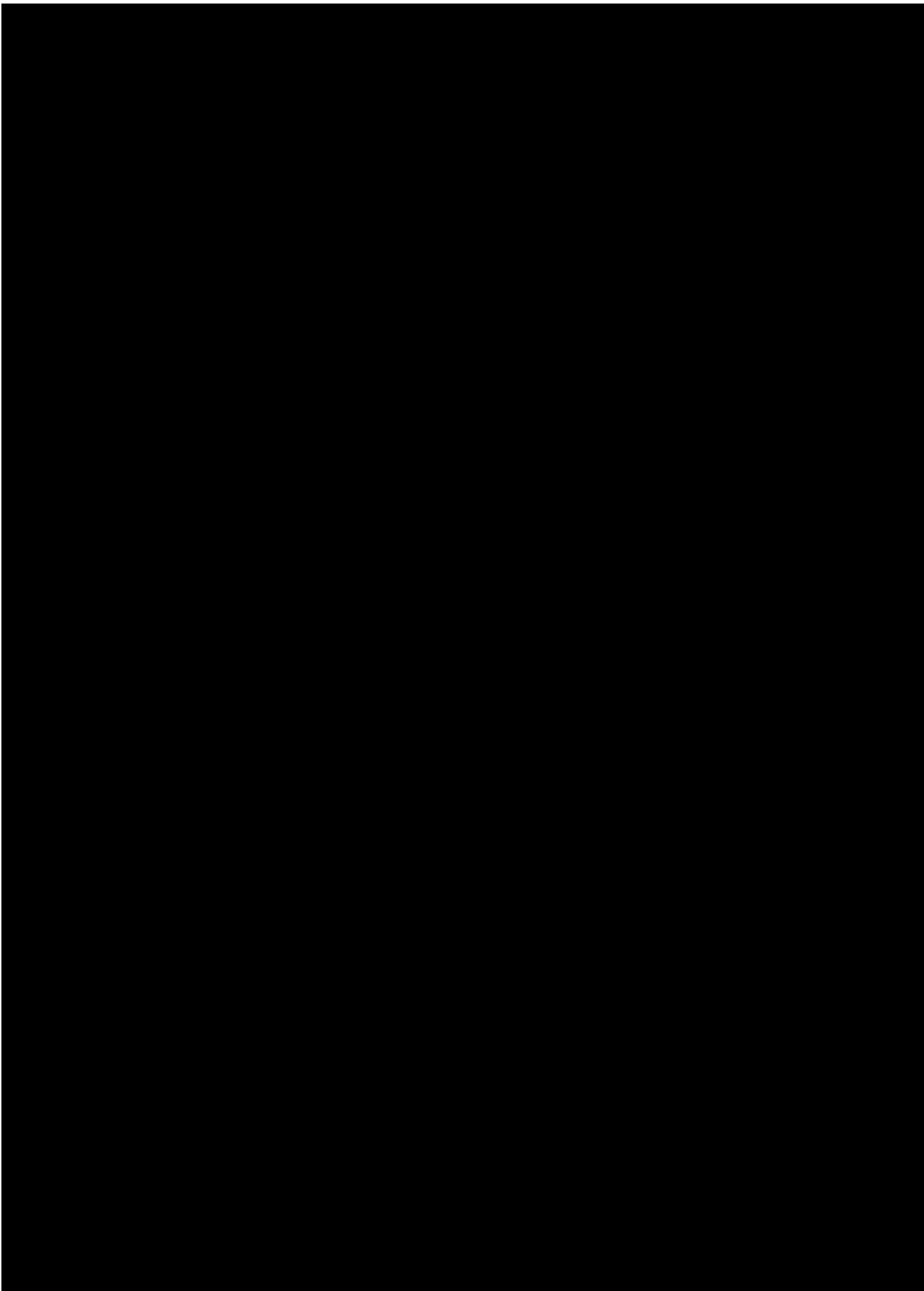


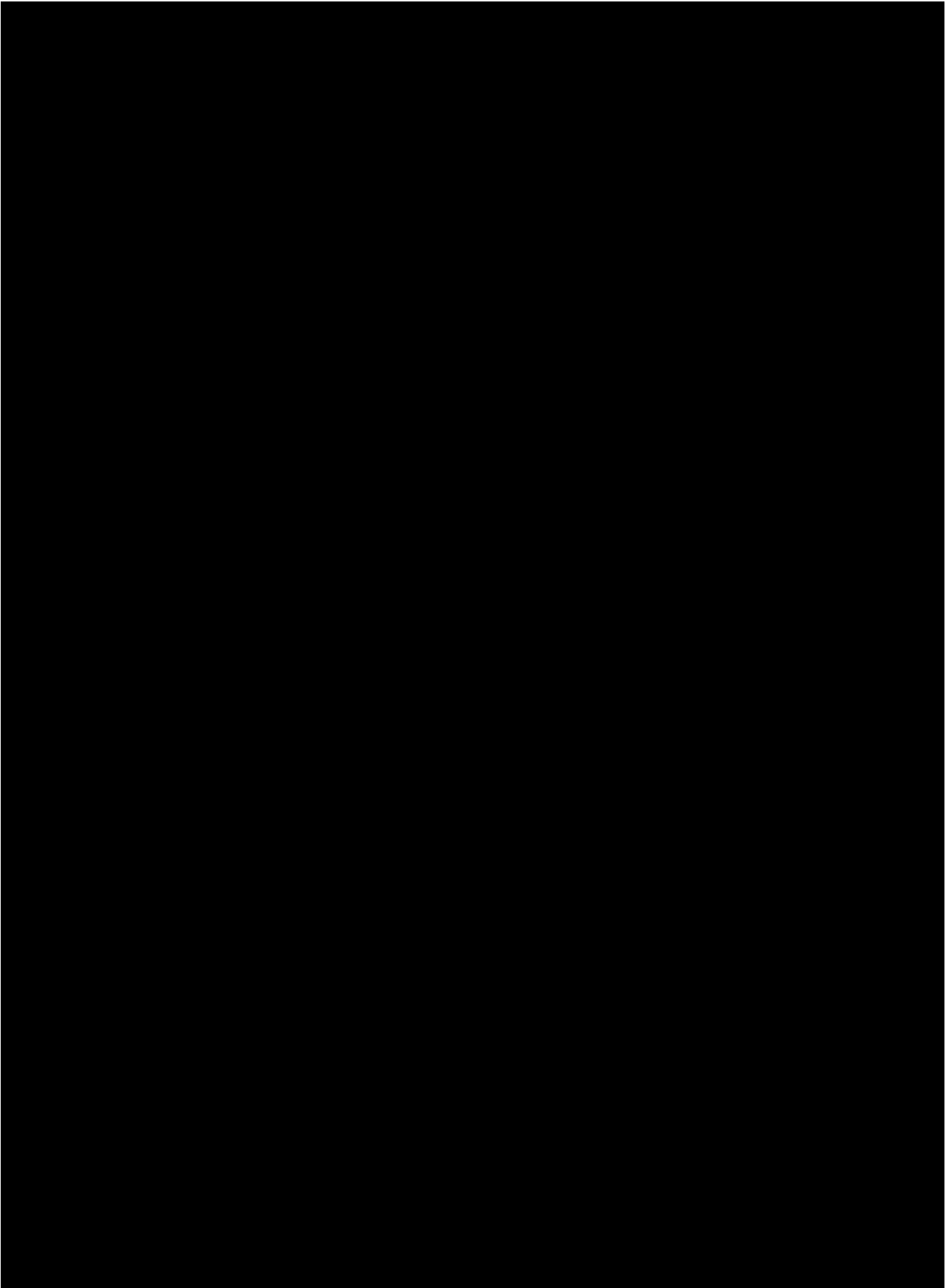


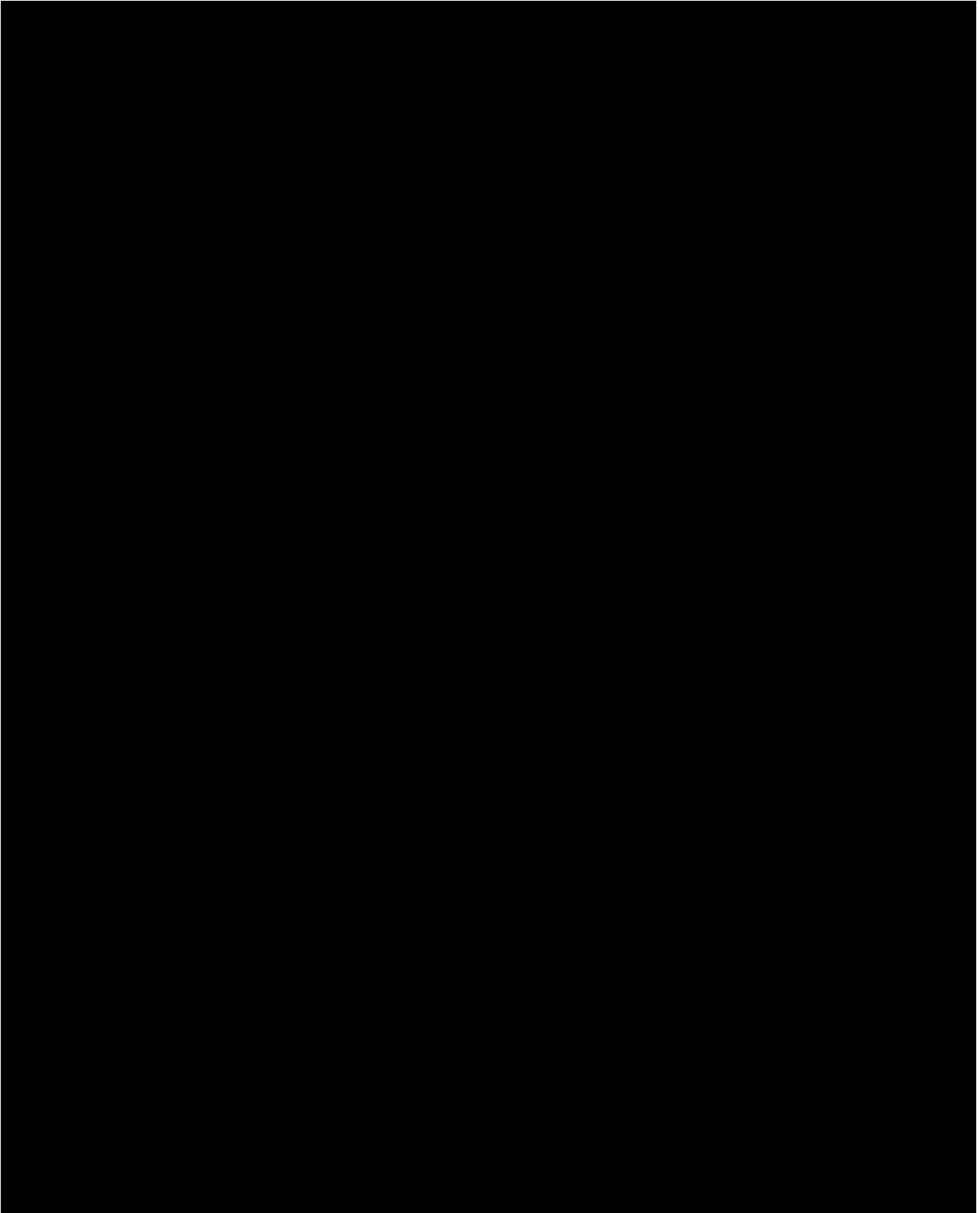


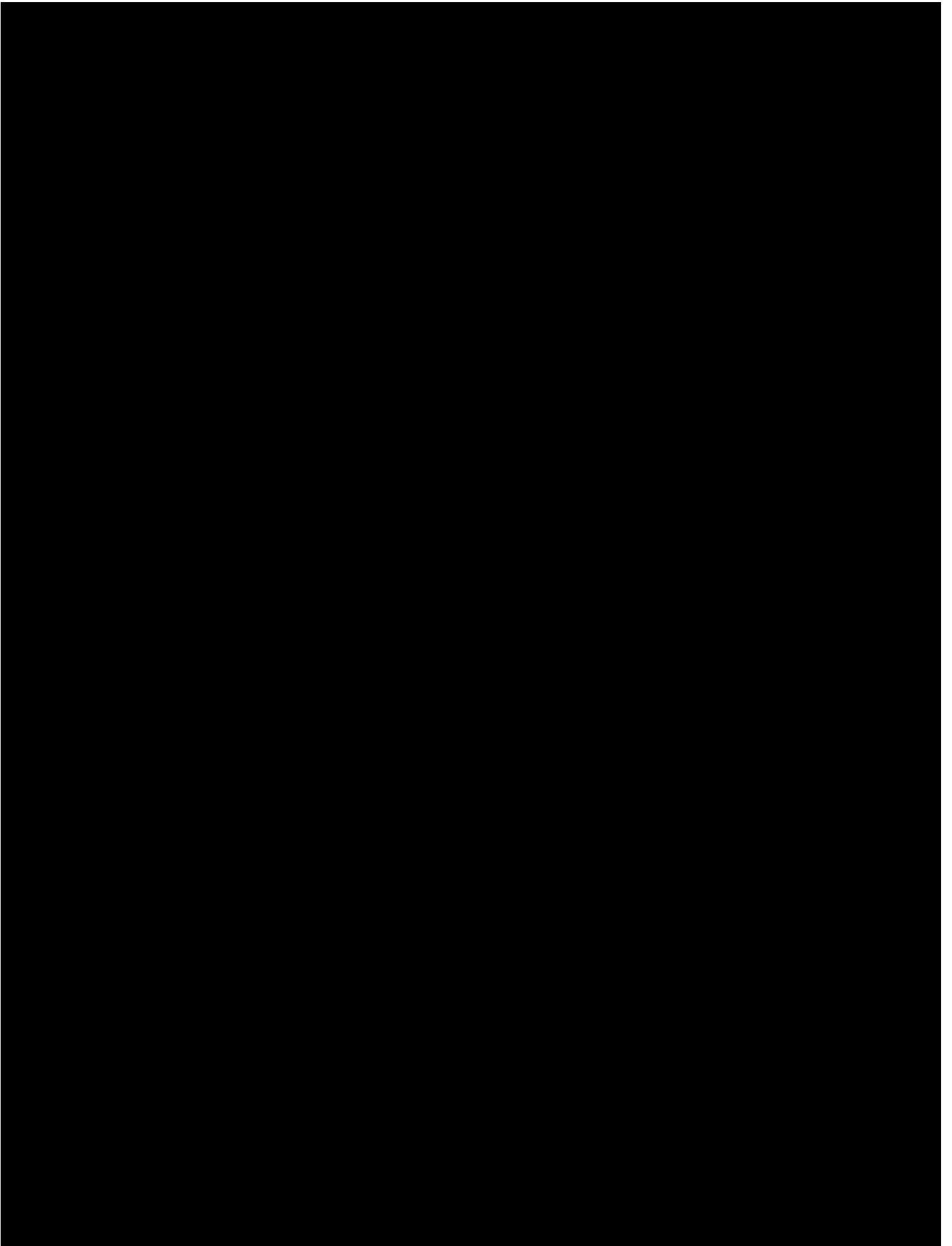


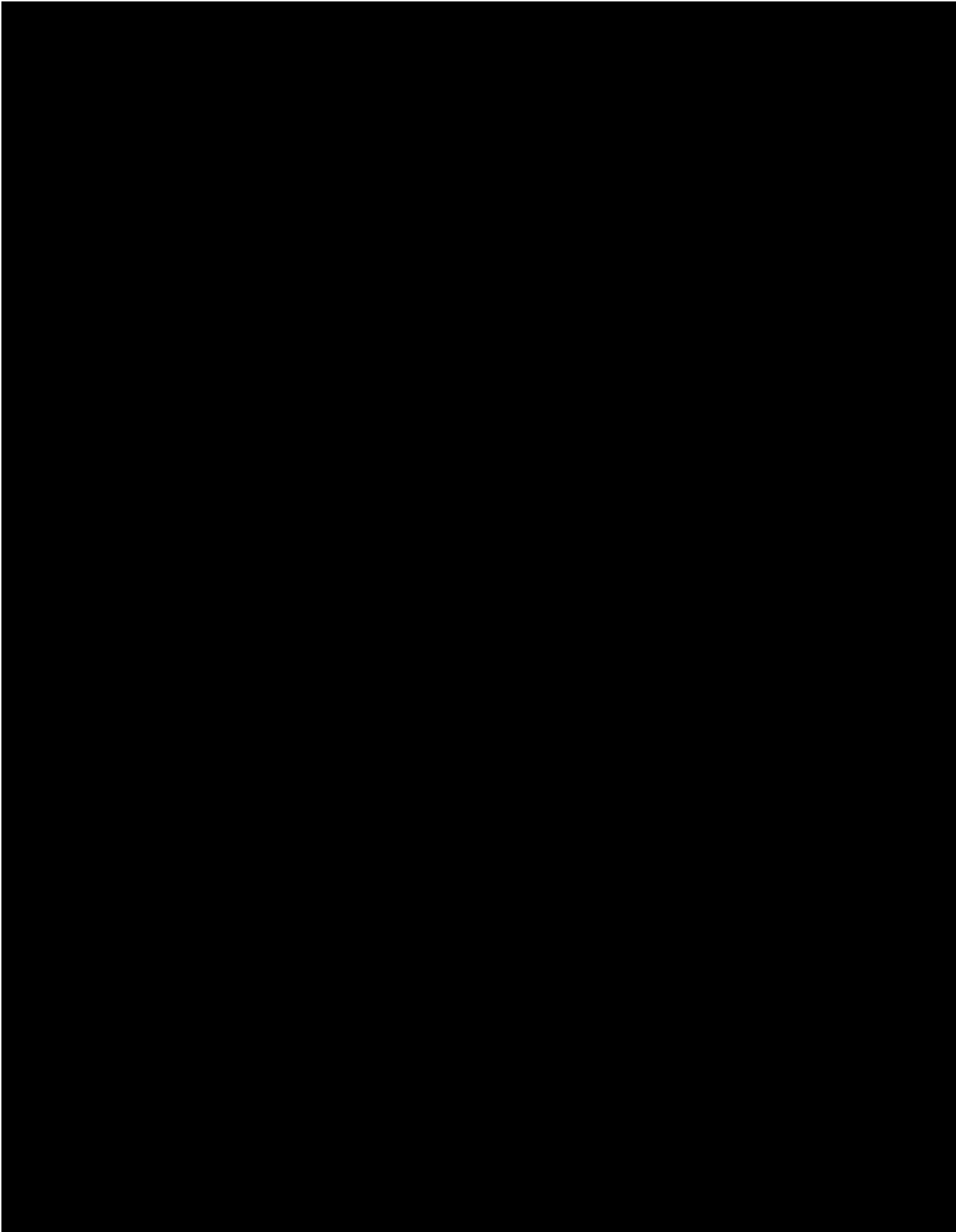




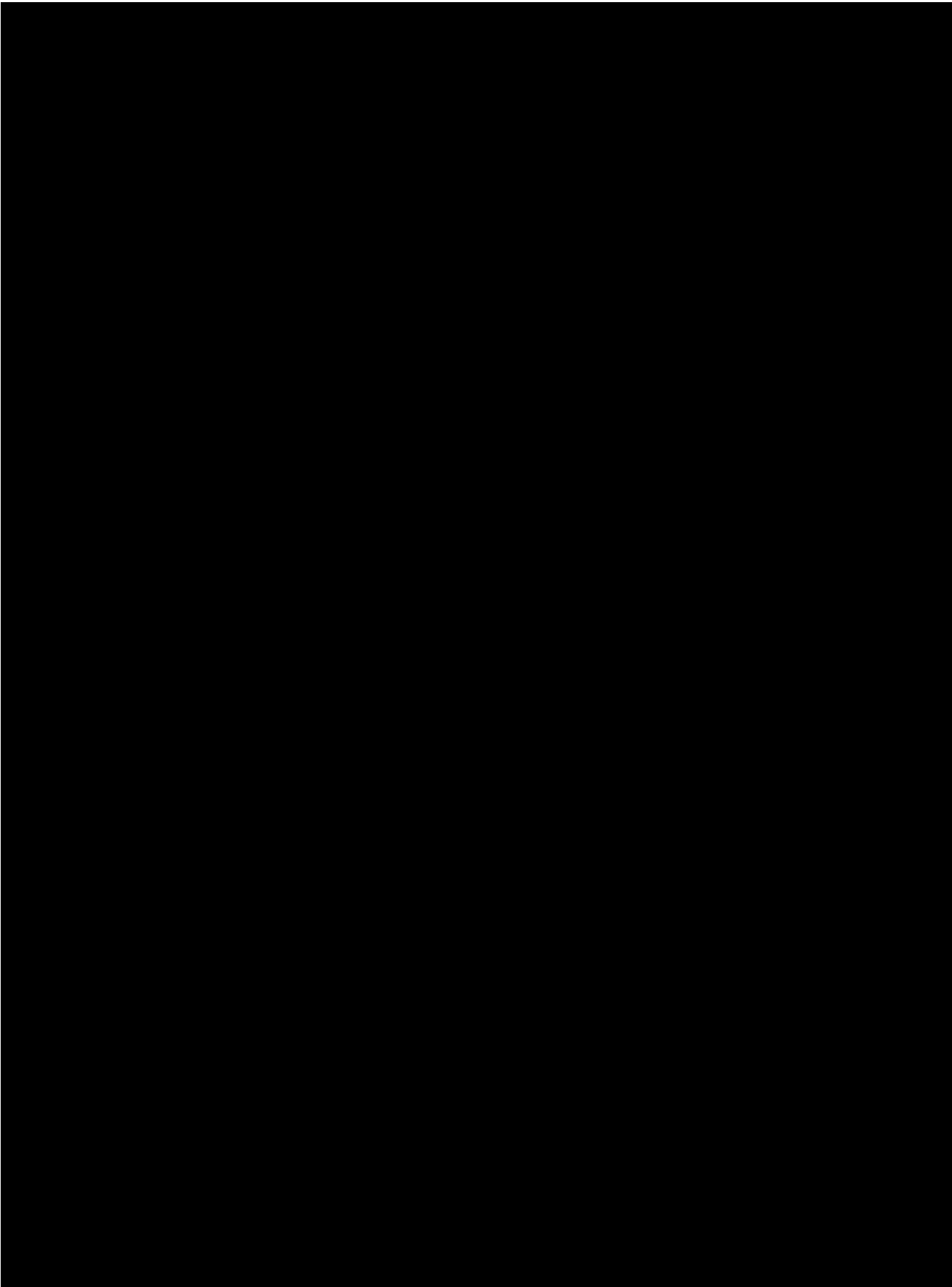


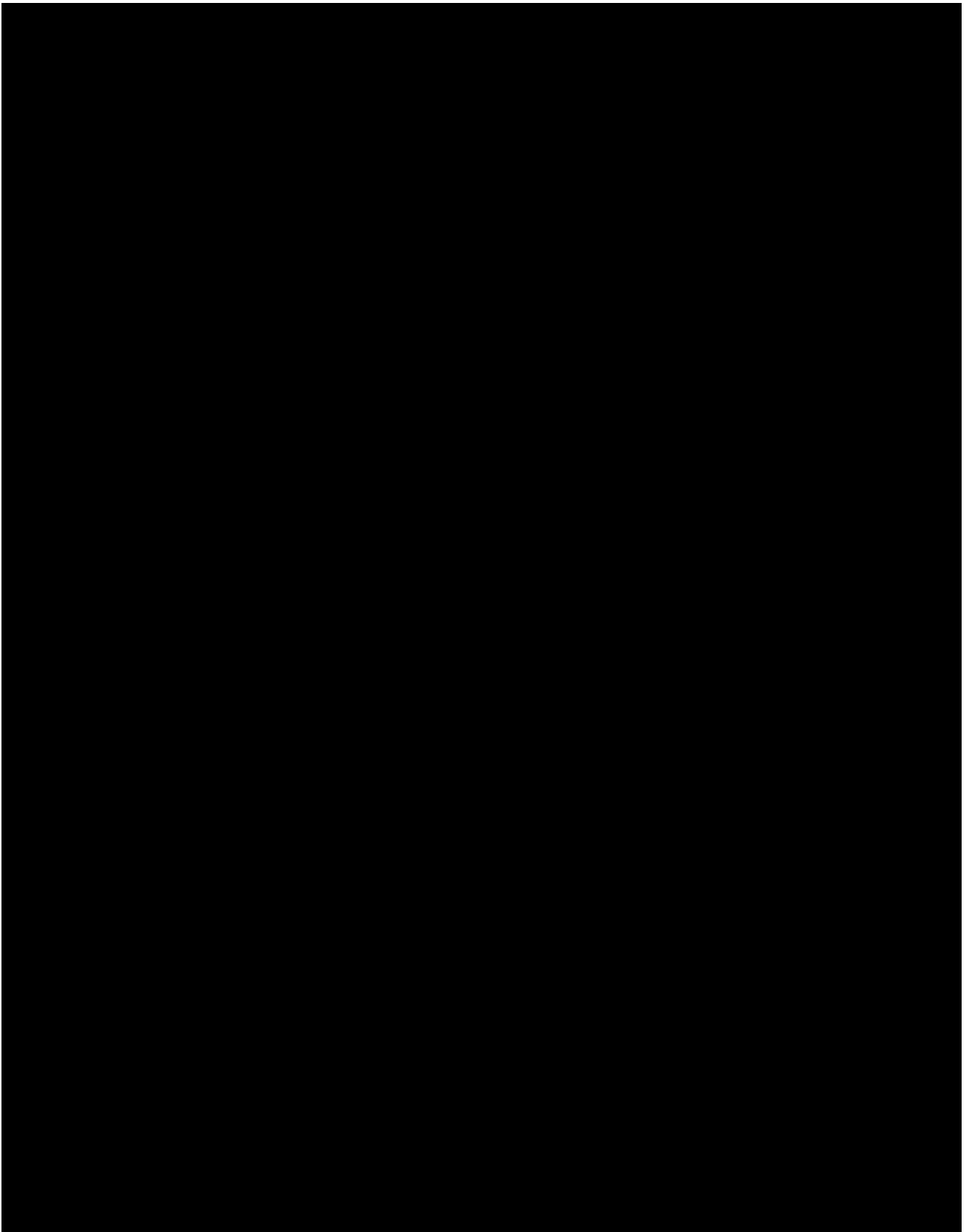












Annex 6

PROCESSING, PERSONAL DATA AND DATA SUBJECTS

1. This Schedule shall be completed by the Authority, who may take account of the view of the Contractor, however the final decision as to the content of this Schedule shall be with the Authority at its absolute discretion.

2. The contact details of the Authority Data Protection Officer are:

The contact details of the Authority Data Protection Officer are:

Dgc.gdpr@defra.gov.uk

3. The contact details of the Contractor Data Protection Officer are:

████████████████████, Ricardo-AEA Ltd, The Gemini Building, Harwell, Oxfordshire, OX11 0QR, United Kingdom

4. The Contractor shall comply with any further written instructions with respect to processing by the Authority.

5. Any such further instructions shall be incorporated into this Schedule.

