

PS24027 - Commissioning Letter

Centre for Strategy & Evaluation Services LLP (CSES)

Swerford House
148 Beaumont Road
Birmingham
B30 1NY

12th March 2024

Dear REDACTED

PS22407 – Research Collaboration Network Framework for - PS24027 - Regulatory Reform for **Businesses and Consumers in ASEAN Countries - Understanding Potential Impacts on Gender equality and Micro, Small & Medium Enterprises (Lot 3)**

Thank you for your response to the Specification for the above Commission by Department for Business and Trade (the Contracting Authority) through PS22407 – Research Collaboration Network Framework.

Contracting Parties

This Call-Off Contract is between

- (1) Department for Business and Trade; and the
- (2) Centre for Strategy & Evaluation Services LLP (the Framework Agreement).

Annexes:

A.	Mini-Competition Tender dated [insert date]
B.	Suppliers Mini-Competition Response [insert date]
C.	Clarification of Tender / Bid Response

Department for Business and Trade accepts your Mini-Competition Response (Annex B), submitted in response to our Mini-Competition Tender (Annex A), [as clarified or modified by the correspondence between us (Annex C)].

Terms and Conditions

The Terms and Conditions applicable to this contract are those set out in PS22407 – S3 – Services Purchasing Contract to the Framework.

Special Terms

REDACTED

Contract Price

The agreed total contract charges will not exceed £79,900.00 excluding VAT.

- Phase 1 £30,000.00 excluding VAT
- Phase 2 £49,900.00 excluding VAT

The breakdown of the total contract charges are:

REDACTED

All invoices should be sent to:

Department for Business and Trade,
Old Admiralty Building, Admiralty Place, London, SW1A 2DY
Invoices to be sent to email: ap@uksbs.co.uk

Your invoice(s) for this work must include the following information: Commission number: PS22407

You are reminded that any Intellectual Property Rights provided in order to perform the Services will remain the property of the Contracting Authority.

- The Services Commencement Date is **13th March 2024**
- The Completion date for phase 1 is **Friday, 19th April 2024**
- Noting the break clause, the completion date for phase 2 is **26th July 2024**

The Contract may be terminated for convenience by giving 30 day's notice in accordance with clause A3-8 of the PS22407 – S3 – Services Purchasing Contract.

Where GDPR applies, The Supplier shall only process in accordance with the instructions as advised in Annex C and comply with any further written instructions with respect to processing by the Contracting Authority.

The Authorised Representative for this Commission will be REDACTED, who can be contacted at REDACTED

The Supplier Representative for this Commission will be:
REDACTED who can be contacted at REDACTED

Congratulations on your success in being selected to undertake this Commission.

Yours sincerely

Office for Product Safety and Standards (OPSS)
Department for Business and Trade (DBT)

BY SIGNING AND RETURNING THIS COMMISSIONING LETTER THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in this Commissioning Letter and Annexes incorporating the rights and obligations in the Call-off Terms and Conditions set out in the Framework Agreement.

Annex A – Mini-Competition Tender

1. Specification

Please see below full details of our requirement:

Brief Introduction and Rationale

The Office for Product Safety and Standards (OPSS) was created in January 2018 by the Department for Business, Energy, and Industrial Strategy (BEIS) now known as the Department for Business and Trade. Responsibilities of The Office include:

- a) Giving detailed advice on the interpretation of safety related regulations, and sits on many standards making committees.
- b) Responding to incidents where the safety of a consumer product is called into question.
- c) Offering policy advice to HMG on product safety issues.
- d) Enforcement of a wide range of other product standards and regulations, for instance Waste Electrical and Electronic Equipment (WEEE), Construction Products, Restriction of Hazardous Substances (RoHS), and Timber regulations.

In 2021, the UK became a Dialogue Partner to the Association of Southeast Asian Nations (ASEAN). To support our ASEAN dialogue partnership, the Office for Product Safety and Standards (OPSS) is leading the design, scoping and delivery of a Regulatory Reform (RR) programme of capacity and capability building and technical assistance work in ASEAN Member States (AMS) that are eligible for Official Development Assistance (ODA) (Indonesia, Laos, Vietnam, Cambodia, Thailand, Philippines, Malaysia¹). The RR work programme will focus on (i) better regulation, (ii) National Quality Infrastructure and (iii) consumer product safety and E-Commerce. The desired outcome of the RR work programme is for improved regulatory and standards systems in AMS that are less bureaucratic; provide a more stable environment for firms to grow, invest and trade; and better protect workers and consumers, giving particular consideration to women's economic empowerment (WEE) and micro, small and medium enterprises (MSMEs).

The proposed research project addresses key knowledge gaps associated with the better regulation work strand of OPSS' RR work programme.

Aims & Objectives

In relation to business environment and product safety regulatory frameworks across ODA-eligible AMS, the aim of this research project is to address a critical gap in knowledge and understanding of the potential impacts (and how to monitor them) of regulatory reform interventions on WEE and MSMEs.

This research will examine the links between WEE and regulatory reform through an ASEAN lens, to develop a regional evidence base and recommendations on WEE-specific regulatory reform interventions (such as those relevant for the informal sector that create conditions for them to formalise, or coupling general business regulatory environment improvements with targeted efforts to improve productivity and upgrading in in-scope sectors dominated by women), which are suited to, and most likely to have greatest positive impact on WEE and MSMEs in an ASEAN context.

As part of the design and scoping of the regulatory reform work programme, OPSS' overarching objective for this research is that it assists in the adoption of an integrated and holistic approach to women's economic empowerment, to deliver outcomes that have meaningful and positive impacts on women and MSMEs and avoid unintended consequences.

¹ The proposed research will not extend to cover Myanmar

This research will align to the ASEAN-UK Plan of Action (2.1.6 regulatory improvement) as agreed in August 2022. Research findings will feed into and strengthen decisions on OPSS' regulatory improvement interventions.

The findings will guide decisions on the nature of interventions provided to AMS government officials and ASEAN bodies. These interventions are likely to include: the provision of technical assistance; exchange of best practices; information sharing and capacity building and training; guidance on good regulatory practice; supporting the development and harmonisation of new laws and policies across ASEAN; capacity building on how to best improve the delivery (enforcement) of regulation; and the development of better government-business-citizen consultation and engagement.

Timelines and indicative budget

Phase 1 must be completed by 19th April 2024.

After the completion of phase 1 there will be a pause in the project for 2 weeks to review the interim report and the interview methodology for phase 2. During this time, a decision will be made on whether the project will continue to phase 2. If phase 2 does not go ahead, all costs relating to phase 1 will be paid and this contract would end. If the project does gain approval to continue to phase 2 then a second inception meeting can be scheduled to start the work. DBT will ensure to update the Supplier over the break period on when a decision is made or when it can be expected.

Phase 2 should be completed by 26th July 2024.

The maximum budget for the project is £80,000.00 (excluding VAT), over a five-month period.

Annex D – AW5.2 Price Schedule

The total contract value will not exceed £79,900.00 excluding VAT.

- Phase 1 - £30,000.00 excluding VAT
- Phase 2 - £49,900.00 excluding VAT