



Department  
for Environment  
Food & Rural Affairs



Redacted under FOIA Section 40, Personal Information

Redacted under FOIA Section 40, Personal Information

ETAFFDefraNAT001  
1<sup>st</sup> February 2024

**COMMERCIAL IN CONFIDENCE**

<b>Environmental Training Advice and Facilitation Theme:</b>	Countryside Stewardship
<b>Call-off Contract Title:</b>	Sector-specific webinars for Countryside Stewardship Mid Tier and Sustainable Farming Incentive Pilot participants
<b>Call-off Contract Reference:</b>	ETAFFDefraNAT001

IT IS AGREED as follows:

As per the tender Request for Quotation, the delivery of Countryside Stewardship advice in the National Lot will commence on 19<sup>th</sup> February 2024. Activities and payment details are summarised below.

**Table 1**

Activity Type	Delivery Deadline	Funding Source	No. of Units	Unit Cost (£s exc)	Total Cost (£s exc)
Redacted under FOIA Section 43, Commercial Information					
Grand Total excluding potential top up payment (£s exc VAT)					10,570.00

Activity Type	Price per additional attendee (£s exc VAT)	Potential maximum total cost (£s exc VAT)
Redacted under FOIA Section 43, Commercial Information		
Grand total including potential top up payment (£s exc VAT)		11,626.80

**NB:** As per the ETAFF Framework Management Manual, section 3.3.2, payment\* for group events will be assessed for each event and based on the attendance achieved against agreed capacity levels stated in the RfQ. Where attendance exceeds the target capacity, 1% of total event unit cost will be paid per additional attendee up to a maximum of 10 attendees per event.  
\*Unless stated otherwise in the RfQ.

The Service Provider shall deliver the Services in accordance with the details specified in the following documents:

1. the tender Request for Quotation dated [19<sup>th</sup> December 2023].
2. the tender specification issued in support of the Request for Quotation.
3. the tender submission of the Service Provider submitted via email on [11<sup>th</sup> January 2024].
4. the delivery milestones as set out in Annex A to this Work Order.

If there is any conflict between the documents referred to above or the terms of the Framework Agreement, the conflict shall be resolved in accordance with the following order of precedence:

1. this Work Order (including Annex A).
2. the tender specification issued by Natural England as referred to above.
3. the Framework Agreement.
4. the tender submission of the Service Provider as referred to above.

All other terms and conditions are as per the main framework contract. The final claim should be submitted by 10<sup>th</sup> May 2024 (within 6 weeks of the call-off contract delivery end date).

Upon receipt of the signed call-off contract award, a purchase order will be raised which must be quoted on all claim submission invoices. To note the terms and conditions of the main framework contract take precedence over those attached with the purchase order.

The offer comprised in the Award Letter shall be deemed to be accepted by the Contractor on receipt by the Customer of the Contractor's notification of signed acceptance via email within 3 working days of the date of the Contract Inception Meeting.

Yours sincerely

<b>Signed for and on behalf of Natural England</b>
Redacted under FOIA Section 40, Personal Information

**Annex A: Delivery Milestones**

Deadline	Activity
23/01/2024	Inception Meeting to be held and Contact List to be provided.
19/02/2024	Delivery of Group Events to commence.
10/03/2024	Group events complete.
31/03/2024	Follow-up clinics complete and feedback received.
10/05/2024	Final claim submitted to Natural England (with all associated claim supporting documentation as per the FMM)

<b>Signed for and on behalf of the Supplier</b>
<div>Redacted under FOIA Section 40, Personal Information</div> <div></div> <div>7/2/24</div>

