



Contract Details

This document (the **Contract Details**) sets out the key details of the **Contract** that has been agreed between the **OEP** and the **Supplier** in relation to the supply of the **Deliverables** described in these **Contract Details**.

This document should be read along with the **Core Terms** and any **Special Terms** that apply to the **Contract**, both of which form part of the **Contract**.

Words or phrases that are defined in the **Core Terms** have the same meanings when they are used in these **Contract Details**. These **Contract Details** are the **Order Form** (the phrase used in the Core Terms) for the purposes of this **Contract**.

When these **Contract Details** are signed by both **Parties**, the **Contract** between the **Parties** is created.

1. Contract reference

Contract name:	Evaluation of the coherence of the Climate Action Plan and Environmental Improvement Plan in Northern Ireland
Contract number:	INS228-01

2. The Parties to the Contract

The OEP

The Office for Environmental Protection, a Non-Departmental Public Body established under the Environment Act 2021 and having its principal office at Wildwood, Wildwood Drive, Worcester, WR5 2QT.

The **OEP's** principal contact person for this **Contract** is:

Name:	<Insert name>
Email:	<Insert email address>

Supplier

Supplier name:	<Insert Supplier's name>
Registered or principal office address:	<Insert registered address (if registered) or principal office address (if not registered)>
Registration number:	<Insert registration number (if registered)>

The **Supplier's** principal contact person for this **Contract** is:

Name:	<Insert name>
Email:	<Insert email address>

3. The Contract

The **Supplier** shall supply the **Deliverables** described below on the terms set out in these **Contract Details** and in:

- (a) the **Core Terms** (Annex 1);
- (b) the **Special Terms** (if any);
- (c) any other Annexes to these **Contract Details**; and
- (d) any other documents referenced as forming part of the **Contract**.

In the event of any conflict between these **Contract Details** and (a) or (d) above, these **Contract Details** shall prevail.

Please do not attach any **Supplier** terms and conditions to these **Contract Details** (or send them separately to the **OEP**), as they will not be accepted by the **OEP** and may delay conclusion of the **Contract**.

4. Special Terms

There are no **Special Terms** for the purposes of this **Contract**.

5. Specification

The **Specification** of the **Deliverables** is set out in the following document(s), which are incorporated by reference into this section 5 of the **Contract Details**:

- the **OEP's** invitation to tender or request for proposals dated <Insert date>

- the **Supplier's** tender or proposal document dated **<Insert date>** (including any subsequent clarifications made to that tender or proposal document)

6. Contract Duration

Start Date	The date of the latest signature of these Contract Details
Expiry Date	<Insert the date on which the contract will end unless extended or subject to early termination> , unless it is otherwise extended or terminated in accordance with the terms of the Contract.
Extension Period	<p>The OEP may extend the Contract Duration at its discretion in accordance with clause 9.2 of the Core Terms.</p> <p>The terms of the Contract shall continue to apply throughout any such extended period and the Expiry Date will be extended accordingly.</p>

7. Charges

The **Charges** for the **Deliverables** shall be as set out below.

Charges

The **Charges** are a fixed price of **<Insert fixed price>** (excluding VAT).

These **Charges** are detailed as:

	Activity description	Cost	
		(exc VAT)	(inc VAT)
1		£	£
2		£	£
3		£	£
4		£	£
5		£	£
6		£	£
	TOTAL SERVICES	£	£

	Budget for reimbursable expenses	£	£
	TOTAL CHARGES	£	£

The **Charges** will be payable to the **Supplier** based on satisfactory delivery of the milestones set out in the table below.

	Milestone/invoice deliverables	Milestone Date of Delivery	Milestone payment	
			(exc VAT)	(inc VAT)
M1			£	£
M2			£	£
M3			£	£
	TOTAL SERVICES		£	£
	Budget for reimbursable expenses		£	£
	Total VAT @20%			£
	TOTAL CHARGES		£	£

The Supplier shall deliver each milestone by the associated milestone **Date of delivery**.

The Supplier shall be entitled to invoice the **OEP** for a milestone payment stated above when the **OEP** confirms to the **Supplier** that the associated milestone has been delivered satisfactorily.

The **Supplier** shall ensure the correct VAT rate is used for each **Charge** or expense being claimed.

The **Supplier** shall provide such additional information and evidence as the **OEP** may request in relation to any proposed **Charges** (including, for example, copies of expense receipts).

Any charges for any additional or amended **Services** shall be agreed with the **OEP** in advance of those **Services** commencing and shall be calculated based on rates no higher than those stated in the table below:

Role	Supplier Staff	Key Personnel?	Rate (per <day>/<hour>) (excluding VAT)

<Insert role of individual, or category of role title, in the delivery of the Contract>	<Insert name of individual>	<Yes or No>	<Insert rate>

The rates set out in the table above are <fixed for the **Contract Duration**.

Expenses

There is no budget for reimbursable expenses relevant to the delivery of the **Deliverables**. The **Charges** set out above are inclusive of all costs and expenses relating to the provision of the **Deliverables**.

[or]

A budget is provided for agreed reimbursable expenses relevant to the delivery of the **Deliverables**. This budget is stated in the **Charges** table above and is the maximum that can be recharged.

The amount of any such costs or expenses must be approved in advance by the **OEP** before being incurred by the **Supplier**, otherwise the **Supplier** cannot claim the costs or expenses from the **OEP**.

Expenses shall only be recharged as incurred by the **Supplier** without any mark-up or administration fees applied by the **Supplier** or their **Sub-contractors**.

8. Payment

All invoices must be sent to the OEP's Finance function by email to finance@theoep.org.uk

The **Supplier** must be in receipt of a valid **Purchase Order Number** before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes the following details:

- a valid **Purchase Order Number**;
- the contract name and contract number;
- the **OEP's** contact person for the **Contract**;
- a detailed breakdown of **Deliverables** which have been delivered, including the delivery date and (if applicable) identification of the **Milestone(s)** completed;

- the amount of payment requested; and
- the **Supplier's** bank account details.

Invoices that are not compliant or are missing this information will be returned to the **Supplier**, which may lead to a delay in payment.

9. Key Personnel

There are no **Key Personnel** for the purposes of this **Contract**.

[or]

The **Supplier** shall use the following **Key Personnel** for the stated roles in the delivery of the **Contract**:

Key Personnel	Key Personnel role
<Insert name and job title of the Key Personnel>	<Insert role of the Key Personnel in the delivery of the Contract>

10. Approved Subcontractors

There are no **Approved Subcontractors** for the purposes of this **Contract**.

[or]

The **Key Personnel** are stated in the table of rates provided in section 7 (Charges) of these **Contract Details**.

The **Supplier** shall use the **Key Personnel** for the stated roles in the delivery of the **Contract**.

11. Staff Vetting Requirements

The **Supplier** shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the **Contract**, relevant to the work of the **OEP**, or is of a type otherwise advised by the **OEP** (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 **Deliverables**.

Signatures

This **Contract** is signed by the **Parties** as follows:

Signed for and on behalf of the OEP

Signed: _____
Name: _____
Role title: _____
Date of signing: _____

Signed for and on behalf of the Supplier

Signed: _____
Name: _____
Role title: _____
Date of signing: _____

Annex 1 Core Terms

The **Core Terms** are on the **OEP's** website at www.theoep.org.uk/suppliers and are incorporated into this **Contract**. The version that applies is the one current at the date of the latest signature to these **Contract Details**.

FOR INFORMATION