



Department  
for Environment  
Food & Rural Affairs

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[www.gov.uk/defra](http://www.gov.uk/defra)

Department for  
Environment, Food &  
Rural Affairs  
2 Marsham Street,  
London,  
SW1P 4DF

University of Leeds  
Leeds  
LS2 9JT

**Your ref:** 135220  
**Our ref:** C27618  
**Date:** 20/12/2024

Dear [Redacted]

**Award of contract for the supply of Circular Economy Partner Research Lab services**

Following your tender/proposal for the supply of Circular Economy Partner Research Lab services to *University of Leeds*, we are pleased to award this contract to you.

This letter and attached Circular Economy Partner Research Lab. Contract for Services set out the terms of the Agreement between Defra as the Authority and the University of Leeds as the Supplier for the provision of the Goods. 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 conclusion of the Agreement.

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

1. The Services shall be Delivered in accordance with the following instructions:

University of Leeds



Leeds  
LS2 9JT

2. The charges for the Services shall be as set out in Circular Economy Partner Research Lab. Contract for Services.
3. The specification of the Services to be Delivered is as set out in Circular Economy Taskforce: University Lab as Voice and Research Body for Citizens.
4. The address for notices of the Parties are:

Authority	Supplier
Defra	University of Leeds
<b>Attention:</b> [REDACTED]	<b>Attention:</b> [REDACTED]
<b>Email:</b> [REDACTED]	<b>Email:</b> [REDACTED]

5. The Authority may require the Supplier to ensure that any person employed in the supply of the Goods 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 Agreement, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (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 supply of the Goods.

## Liaison


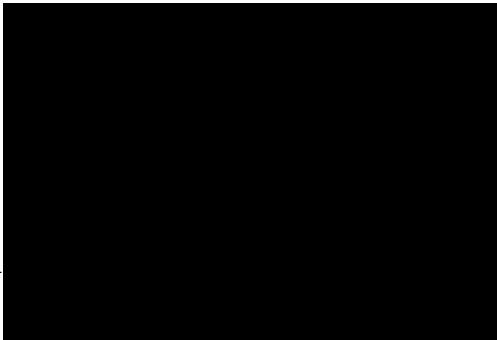
For general liaison your contact will continue to be [REDACTED]  
[REDACTED]  
[REDACTED] or, in their absence, [REDACTED]  
[REDACTED]

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to Defra at the above address within 5 days from the date of this Award Letter. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours faithfully,

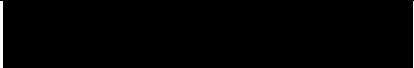
***Execution of this award notification letter is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The Contract will be formed on the date on which both Parties communicate acceptance of its terms on the Authority's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

Signed for and on behalf of Defra

Name: 	Head of EGS Programmes
Contracting Authority Signature: 	

We accept the terms set out in this Award Letter and the annexed Conditions

Signed for and on behalf of University of Leeds

Name: 	
Supplier Signature: 