


Award Form



This Award Form creates this Contract. It summarises the main features of the procurement and includes the Buyer and the Supplier's contact details.

1.	Buyer	The Department for Transport [DfT] (the Buyer). Its offices are on: [REDACTED]
2.	Supplier	Name: CEPA LLP Address: [REDACTED] [REDACTED] [REDACTED] [REDACTED] Registration number: OC326074 SID4GOV ID: n/a
3.	Contract	This Contract between the Buyer and the Supplier is for the supply of Deliverables (please see Attachment 3 of the Tender Documents, Statement of Requirements). This opportunity is advertised in this Contract Notice in Find A Tender, reference 2024/S 000-004274 (FTS Contract Notice).
4.	Contract reference	TLOT10166

5.	Buyer Cause	<i>N/A</i>
6.	Collaborative working principles	The Collaborative Working Principles do not apply to this Contract.
7.	Financial Transparency Objectives	The Financial Transparency Objectives do not apply to this Contract.
8.	Start Date	02/04/2024
9.	Expiry Date	01/04/2027
10.	Extension Period	Not applicable

11.	Ending this Contract without a reason	<p>The Buyer shall be able to terminate this Contract in accordance with Clause 14.3.</p> <p>Upon any termination in accordance with Clause 14.3, the Buyer shall pay to the Supplier the costs that the Supplier has incurred directly as a result of the early termination of the Contract which are unavoidable, reasonable and not capable of recovery as long as the Supplier provides a fully itemised and costed schedule with evidence. The maximum value of this payment is limited to the total costs which would have been paid to the Supplier as part of the Charges if the Contract had not been terminated.</p>
12.	Incorporated Terms (together these documents form the " this Contract ")	<p>The following documents are incorporated into this Contract. Where numbers are missing we are not using these Schedules. If there is any conflict, the following order of precedence applies:</p>
		<p>(a) This Award Form</p> <p>(b) Any Special Terms (see Section 14 (Special Terms) in this Award Form)</p>
		<p>(c) Schedule 31 (Buyer Specific Terms)</p> <p>(d) Core Terms</p>
		<p>(e) Schedule 36 (Intellectual Property Rights)</p> <p>(f) Schedule 1 (Definitions)</p> <p>(g) Schedule 6 (Transparency Reports)</p> <p>(h) Schedule 20 (Processing Data)</p>

		<p>(i) The following Schedules (in equal order of precedence):</p> <hr/> <ul style="list-style-type: none"> a. Schedule 2 (Specification) b. Schedule 3 (Charges) c. Schedule 5 (Commercially Sensitive Information) d. Schedule 21 (Variation Form) e. Schedule 22 (Insurance Requirements) f. Schedule 25 (Rectification Plan) g. Schedule 26 (Sustainability) <hr/> <p>(j) Schedule 4 (Tender), unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer, in its absolute discretion), in which case that part of the Tender will take precedence over the documents above.</p> <hr/>
13.	Special Terms	N/A
14.	Buyer's Environmental Policy	 <p>DfT Corporate Environmental Policy.g</p>

15.	Social Value Commitment	The Supplier agrees, in providing the Deliverables and performing its obligations under this Contract, to deliver the Social Value outcomes in Schedule 4 (Tender).
16.	Buyer's Security Requirements and Security and ICT Policy	 DfT's Information & Cyber Security Policy.
17.	Charges	<p>Estimated at £4,800 per appeal based on an assumption of 3 days per appeal as stipulated in the ITT. The actual charge per appeal will be based on time and materials and include an internal quality assurance process. The full contract budget is £247,500 over the 3 year contract.</p> <p style="text-align: right;">  Attachment 4 - Pricing Schedule CEPA </p> <p>Please see Pricing Schedule</p>
18.	Estimated Year 1 Charges	£82,500

19.	Reimbursable expenses	N/A
20.	Payment method	<p>You must quote the PO number on all invoices, and these must be submitted directly to:</p> <div data-bbox="523 674 863 904" style="background-color: black; width: 213px; height: 103px; margin: 10px 0;"></div> <p>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 Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment, please contact our Accounts Payable section:</p> <div data-bbox="523 1285 1112 1335" style="background-color: black; width: 369px; height: 22px; margin: 10px 0;"></div>
21.	Service Levels	Not applicable
22.	Liability	[In accordance with Clause 15.1 each Party's total aggregate liability in each Contract Year under the Contract (whether in tort, contract or otherwise) is 100% of the Estimated Yearly Charges]

		In accordance with Clause 15.5, the Supplier's total aggregate liability in each Contract Year under Clause 18.8.5 is no more than the Data Protection Liability, being £10 Million.
23.	Cyber Essentials Certification	Not required
24.	Progress Meetings and Progress Reports	<p>The Supplier shall attend Progress Meetings with the Buyer every 2 weeks</p> <p>The Supplier shall provide the Buyer with Progress Reports every month.</p> <p>Both of these are to be confirmed at the mobilisation meeting.</p>
25.	Guarantor	Not applicable
26.	Virtual Library	Not applicable

27.	Supplier's Contract Manager	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
28.	Supplier Authorised Representative	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
29.	Supplier Compliance Officer	Not applicable
30.	Supplier Data Protection Officer	Not applicable
31.	Supplier Marketing Contact	Not applicable

32.	Key Subcontractors	Not applicable
33.	Buyer Authorised Representative's	<div>██████████</div> <div>████████████████████</div> <div>██████████████████████████████</div> <div>██████████</div> <div>██████████████████</div>

For and on behalf of the Supplier:		For and on behalf of the Buyer	
Signature:	██████████████████████████████	Signature:	██████████████████████████████
Name:	██████████	Name:	██████████

Role:		Role:	
Date:	08/04/2024	Date:	08/04/2024