



Order

ORDER NO: SER/0689	DATE OF ORDER: 27 June 2017
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(to be quoted on all invoices and correspondence relating to this Order)

<p>FROM: (name and address of Customer)</p> <p>Priya Sinha Water Services Regulation Authority (Ofwat) Centre City Tower 7 Hill Street Birmingham B5 4UA</p> <p>E: Priya.Sinha@ofwat.gsi.gov.uk Tel: +44 (0)121 644 7655 www.ofwat.gov.uk</p>	<p>TO: (name and address of Contractor)</p> <p>[REDACTED] Europe Economics Chancery House 53-64 Chancery Lane London WC2A 1QU</p> <p>[REDACTED]</p>
<p>SERVICES TO BE DELIVERED TO</p> <p>Bloomsbury House, 21 Bloomsbury Street London WC1B 3HF</p> <p>With travel to the Birmingham office or other locations as required</p>	<p>INVOICE ADDRESS</p> <p>Email finance@ofwat.gsi.gov.uk</p> <p>or</p> <p>Finance Team Water Services Regulation Authority (Ofwat) Centre City Tower 7 Hill Street Birmingham B5 4UA</p>
<p>This Order is subject to the Conditions of Contract for Temporary Staff (via intermediary) at Appendix A; the Customer's Specification dated 26 May 2017; Contractor's tender dated 5 & 12 June 2017; and any enhancements thereto and provisions expressly listed herein.</p>	

Project: Interim Principal Economist (PROC.03.0118)

Security Requirements

This Contract is subject to the satisfactory completion of Baseline Personal Security Standards clearance.

Term

Contract Commencement Date: 29 June 2017

Contract Expiry Date: 31 October 2017; or when the Cap price is reached, whichever is the first to occur. Unless extended or terminated in accordance with this Contract.

The Customer will give the Contractor 10 (ten) working day notice should we wish to conclude the Contract before the Contract expiry date.

Contract Capped Price and Charges per Working Day

Customer spend under this Contract is restricted to a maximum **£71,666.67** ex Vat and travel outside London ("the Capped Contract price").

Charges applicable to the Contract as set out below:

Key Personnel	Charges per Working Day* (£)	Maximum no. of chargeable days	Maximum Contract Sum Total Value ex VAT and travel outside London

Number of days based on an average of 3 days per week.

*A working day is 7.5 hours excluding lunch break and travelling time. Minimum of 30 minutes lunch break must be taken.

Additional junior support will be required to support the work, Ofwat will look to provide the additional resource. In the event Ofwat is unable to provide a suitable resource, the Contractor may be asked to provide an analyst to support the project. The analyst will be charged at **£487.50** per day based on an 7.5 hour day. An analyst provided must be agreed with the Contract Manager and will be subject to contract amendment.

Cost of any additional cost must be absorbed in the maximum Contract value, by reducing the key personnel time input to accommodate the additional resource.

The day rates are all inclusive with the sole exceptions of:

- Disbursement for travel, accommodation and subsistence expenses outside London; and
- Value Added Tax.

The Customer will not pay for:

- Any mark-up on disbursements;
- Travelling time unless the Customer project manager has authorised in advance the payment of travelling time.

The Customer will not pay extra for commuting to the main location (London). The Contractor will need to pay for any related travel, accommodation and subsistence in connection with travelling outside London and then will need to reclaim the expenses via the Contractor's invoice. Any travel, accommodation and subsistence required in connection with the project will be reimbursed on acceptance of receipts and where appropriate a mileage log. Any travel and accommodation must in accordance with the travel and accommodation rates as set out in Appendix B.

Payment

Monthly invoices will require details of work dates / times and brief description of tasks covered.

Payment will be made within thirty (30) days of receipt by the Customer of a valid invoice from the Contractor. Payment will be made electronically via Banks Automated Clearing Services (BACS).

All invoices shall contain the following information:

- the Order number (as stated above);and
- the line value; total value excluding Value Added Tax (VAT), the VAT percentage and total value including VAT.

Invoices must not contain the Contractor's terms and conditions, nor can reference be made to the Contractor's terms and conditions.

Contract Management

The Customer's Contract Manager will be:

Priya Sinha - Director, Markets Outcome,

Telephone no: +44 (0)121 644 7655

Email address: Priya.Sinha@ofwat.gsi.gov.uk

Policies

The Contractor must ensure that the Key Personnel complies with Ofwat's Policies available to the Key

Personnel via the Customer's Intranet) whilst working under this Contract.

Share Dealing

The Contractor acknowledges that certain of the Confidential Information may be unpublished price-sensitive information in relation to any company and that the Contractor is aware of relevant obligations, prohibitions and restrictions relating to such information under the applicable law and regulations in any relevant jurisdiction and that those of the Contractor's Staff, servants, agents or Sub-Contractors into whose knowledge such Confidential Information may come are aware of such obligations, prohibitions and restrictions.

The Contractor shall use reasonable endeavours to procure that the Key Personnel shall not, apply for, purchase or sell or otherwise deal for profit in shares, options or any other securities in any water or sewerage company in England and Wales during the Contract and for 8 weeks after the Contract has completed.

Amendments

Any amendments to the Contract must be agreed in writing in accordance with the provisions of Clause 28 of the Conditions of Contract for Temporary Staff (via Intermediary).

Formation of Contract

BY SIGNING AND RETURNING THIS ORDER FORM THE CONTRACTOR AGREES to enter into a legally binding Contract with the Customer to provide to the Customer the Services specified in the ITT/ specification, as set out in this Order Form incorporating the rights and obligations in the Conditions of Contract for Temporary Staff (via Intermediary)

Signed for and on behalf of CUSTOMER

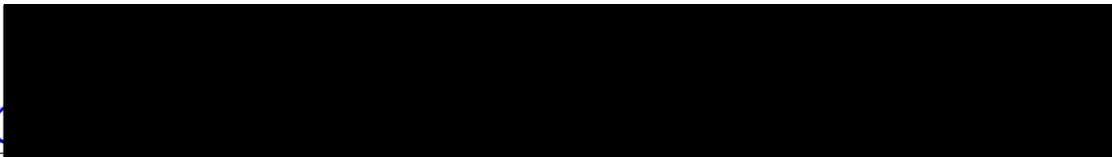
Name: *Alena Kozakova*

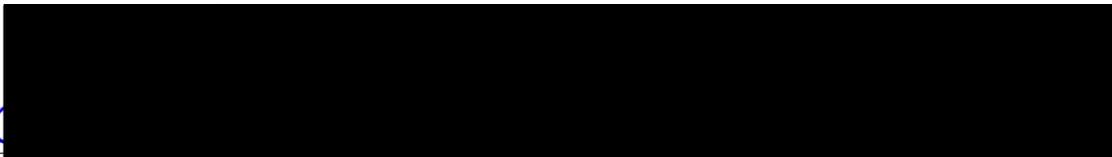
Title: *Chief Economist, acting SRO for M0E*

Signature: 

Date: *29/06/2017*

Signed for and on behalf of CONTRACTOR

Name: 

Title: 

Signature:



Date:

29/6/17

Appendix A

Conditions of Contract for Temporary Staff (via intermediary)

Attached as separate document

Appendix B

Travel and Accommodation rates

Accommodation:

Paid on actual expenditure within the following prescribed ceilings:

London	£165
Elsewhere	£115
Private residence	£25

These rates cover a 24 hour period for accommodation only, inclusive of VAT, receipts must be submitted.

Mileage Rates:

25p per mile

Rail Travel

The actual cost of public transport (normally rail) may be reimbursed. Economy Class (second class) rail tickets should be purchased.

