

Ref: PS23402

## Appendix E: Completed Commissioning Letter

Kantar Public UK Limited  
4 Millbank  
London  
SW1P 3JA

Tuesday 21<sup>st</sup> November 2024

Dear

PS21174 – Energy and Climate Change Behavioural Science Framework -  
**PS23402 Consumer research to inform the rollout to replace smart metering 4G communications hubs**

Thank you for your response to the Specification for the above Commission by The Department for Energy Security and Net Zero (DESNZ) (the Customer) through PS21174 – Energy and Climate Change Behavioural Science Framework dated Tuesday 21<sup>st</sup> November 2024 between (1) Department for Energy Security and Net Zero (DESNZ); and (2) Kantar Public UK Limited (the Framework Agreement).

Annexes:     A.     Tender dated - Tuesday 07th November 2023  
              B.     Specification for - Tuesday 07th November 2023

The Department for Energy Security and Net Zero (DESNZ) accepts your Supplemental Tender from Appendix B – Call off Quote Template (Annex B), submitted in response to our Specification (Annex A).

The Call-Off Terms and Conditions applicable to this contract are those set out in PS21174 – S3 – Services Purchasing Contract to the Framework.

The agreed total charges are £69,367.00 exclusive of VAT which should be added at the prevailing rate. The agreed invoice schedule is as follows:

Milestone	Milestone Description	Amount of Milestone (excl. VAT)	Date to be raised
1	Project set up and sign off of research materials for phase 1 (qual phase)	(20% of project total)	08/12/2023
2	Phase 1 (qual) recruitment and fieldwork complete, delivery of interim findings	(30% of project total)	02/02/2024
3	Phase 2 (quant) recruitment and fieldwork complete	(30% of project total)	29/03/2024
4	Analysis of phase 2 (quant), delivery of final report and presentation	(20% of project total)	31/05/2024

All invoices should be sent to: [ap@uksbs.co.uk](mailto:ap@uksbs.co.uk)

You are reminded that any Customer Intellectual Property Rights provided in order to perform the Services will remain the property of the Customer. The following deliverables have been agreed:

As outlined in Specification (Annex A)

The Services Commencement Date is Tuesday 21<sup>st</sup> November 2024

The Completion date is Friday 31<sup>st</sup> May 2024

The Contract may be terminated for convenience by giving 30 days notice in accordance with clause A3-8 of the PS21174 – S3 – Services Purchasing Contract, Call-off Terms and Conditions.

Your invoice(s) for this work must include the following information:

Commission number: **PS23402**

Where GDPR applies, The Supplier shall only process in accordance with the instructions as advised in Appendix C and comply with any further written instructions with respect to processing by the Contracting Authority.

The Authorised Representative for this Commission will be



Congratulations on your success in being selected to undertake this Commission.

Yours sincerely

***The Department for Energy Security and Net Zero (DESNZ)***

BY SIGNING AND RETURNING THIS COMMISSIONING LETTER THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in this Commissioning Letter and Annexes incorporating the rights and obligations in the Call-off Terms and Conditions set out in the Framework Agreement.

