**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.

|  |  |  |
| --- | --- | --- |
|  | **Buyer** | The Department for Energy Security and Net Zero (DESNZ) (the Buyer).  Its offices are 3-8 Whitehall Place, London, SW1A 2EG |
|  | **Supplier** | |  |  | | --- | --- | | Name: | [Insert name (registered name if registered)] | | Address: | [Insert address registered address if registered] | | Registration number: | [Insert registration number] | |
|  | **Contract** | This Contract between the Buyer and the Supplier is for the supply of Deliverables, being Monitoring and Evaluation Call-Off Contract - see Schedule 2 (Specification) for full details.  This opportunity is advertised in this Contract Notice in Find A Tender, reference PS25102 – RAF007/2526 Monitoring and Evaluation Call-Off Contract (FTS Contract Notice). |
|  | **Contract reference** | PS25102 - RAF007/2526 Monitoring and Evaluation Call-Off  Contract |
|  | **Buyer Cause** | And the Buyer shall have no obligation to perform any obligations placed on it in Schedule 2 *(Specification)* or Schedule 4 *(Tender)* unless they are specifically identified above. |
|  | **Collaborative working principles** | The Collaborative Working Principles do apply to this Contract.  See Clause 3.1.3 for further details. |
|  | **Financial Transparency Objectives** | The Financial Transparency Objectives do not apply to this Contract.  See Clause 6.3 for further details. |
|  | **Start Date** | Monday 22 December 2025 |
|  | **Expiry Date** | Friday 22 December 2028 |
|  | **Extension Period** | There will be the option to extend this contract (3+1+1 years) up to a maximum of 5 years in total. |
|  | **Ending this Contract without a reason** | The Buyer shall be able to terminate this Contract in accordance with Clause 14.3. |
|  | **Incorporated Terms**  (together these documents form the **"this Contract"**) | 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:   1. This Award Form 2. Core Terms 3. Schedule 6 *(Intellectual Property Rights)* 4. Schedule 1 (*Definitions*) 5. Schedule 20 (*Processing Data*) 6. The following Schedules (in equal order of precedence):    1. Schedule 2 (*Specification*)    2. Schedule 3 (*Charges*)    3. Schedule 5 (*Commercially Sensitive Information*)    4. Schedule 7 (*Staff Transfer*)    5. Schedule 11 (Continuous Improvement)    6. Schedule 16 (Security)    7. Schedule 21 *(Variation Form)*    8. Schedule 22 (*Insurance Requirements*)    9. Schedule 25 *(Rectification Plan)*    10. Schedule 26 (*Sustainability*)    11. Schedule 27 (Key Subcontractors)    12. Schedule 29 (Key Supplier Staff) 7. 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. |
|  | **Special Terms** | N/A |
|  | **Buyer’s Environmental Policy** | Appended at Schedule A |
|  | **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) and provide the Social Value Reports as set out in Schedule 26 (Sustainability) |
|  | **Buyer’s Security Requirements** | For the purposes of Schedule 16 (Security) the Supplier is required to comply with the Security Policy.  For the purposes of Schedule 16 (Security) the Supplier is not required to comply with the ICT Policy. |
|  | **Goods** | N/A |
|  | **Charges** | The estimated total potential value is £1,000,000.00 excluding VAT.  Details in Schedule 3 (*Charges*) |
|  | **Estimated Year 1 Charges** | [INSERT estimated Year 1 charges] |
|  | **Reimbursable expenses** | None |
|  | **Payment method** | The Supplier shall submit an invoice within 28 days of supplying the Supplies and or performing Services to the satisfaction of the Contracting Authority. The invoice shall show the amount of VAT payable and bear the Purchase Order number. Save where an invoice is disputed, the Contracting Authority shall pay the Contractor within 30 days of receipt of an invoice via BACS payment.  If you have a query regarding an outstanding payment please contact our accounts payable section either by email to ap@uksbs.co.uk or by telephone 01793-867004 between 09:00 and 17:00 Monday to Friday  The Supplier must facilitate payment by the Buyer of the Charges under a Call-Off Contract under any method agreed with the Buyer in the Order Form.  The Supplier must facilitate a change of payment method during the term of any Call-Off Contract.  The Supplier shall not charge the Buyer for a change in payment method during the term of the Call-off Contract |
|  | **Key Performance Indicators** | Not Applicable |
|  | **Liability** | In accordance with Clause 15.1 each Party's total aggregate liability in each Contract Year under this Contract (whether in tort, contract or otherwise) is no more than the greater of £5 million or 150% of the Estimated Yearly Charges. |
|  | **Progress Meetings and Progress Reports** | * The Supplier shall attend Progress Meetings with the Buyer monthly. * The Supplier shall provide the Buyer with Progress Reports monthly. |
|  | **Guarantor** | Not applicable |
|  | **Virtual Library** | Not applicable |
|  | **Supplier’s**  **Contract**  **Manager** | **[Insert** name]  **[Insert** job title]  **[Insert** email address]  **[Insert** phone number] |
|  | **Supplier Authorised Representative** | **[Insert** name]  **[Insert** job title]  **[Insert** email address]  **[Insert** phone number] |
|  | **Supplier Compliance Officer** | **[Insert** name]  **[Insert** job title]  **[Insert** email address]  **[Insert** phone number] |
|  | **Supplier Data Protection Officer** | **[Insert** name]  **[Insert** job title]  **[Insert** email address]  **[Insert** phone number] |
|  | **Supplier Marketing Contact** | **[Insert** name]  **[Insert** job title]  **[Insert** email address]  **[Insert** phone number] |
|  | **Key Subcontractors** | **Key Subcontractor 1**  Name (Registered name if registered): **[insert** name]  Registration number (if registered): **[insert** number]  Role of Subcontractor: **[insert** role] |
|  | **Buyer Authorised Representative** | **[Insert** name]  **[Insert** job title]  **[Insert** email address]  **[Insert** phone number] |