



Department for Business, Energy & Industrial Strategy

Attn: **Monica McDonnell**

By email to Monica.McDonnell@midulstercouncil.org

Date: **14 January 2022**

Your ref: **MMcD/MUDC**

Our ref: **OPSS/GA/FL**

Dear Madam,

Award of contract for the delivery of OPSS project entitled 'NI Construction Products Sector: Project 1 - Local company data gathering project'

Following your proposal for the delivery of **OPSS project entitled 'NI Construction Products Sector: Project 1 - Local company data gathering project'** to the Department for Business, Energy and Industrial Strategy's Office for Product Safety and Standards, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between **The Department for Business, Energy and Industrial Strategy's Office for Product Safety and Standards** as the Customer and **Mid Ulster District Council** as the Supplier for the provision of the Services. 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 Customer and may delay the conclusion of the Agreement.

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

- 1) The Services shall be performed as set out in **Annex 2**.
- 2) The charges for the Services shall be as set out **Annex 2**.
- 3) Not used.
- 4) The Term shall commence on **14 January 2022** and the Expiry Date shall be **31 March 2022**.
 - The address for notices of the Parties are:

Customer

**Office for Product Safety and Standards, 1 Victoria Street,
London, SW1H 0ET**
Attention: **Francis Loughran**
Email: **Francis.Loughran@beis.gov.uk**

Supplier

Environmental Health Department (Dungannon Office)
Mid Ulster District Council
Circular Road, Dungannon
BT71 6DT
Attention: **Monica McDonnell**
Email: Monica.McDonnell@midulstercouncil.org

- 5) The following persons are Key Personnel for the purposes of the Agreement:

Name Francis Loughran
Name Monica McDonnell

Implementation Manager
Environmental Health Office, Dungannon

- 6) The Customer may require the Supplier to ensure that any person employed in the provision of the Services 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 Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (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 Services.

Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: opss.resourcing@beis.gov.uk Within [10] working days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

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 customer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to opss.resourcing@beis.gov.uk or by telephone 0121 345 2160 between 09:00-17:00 Monday to Friday.

Liaison

For general liaison, your contact will continue to be **Francis.Loughran@beis.gov.uk** or, in their absence, **Gillian.Asbury@beis.gov.uk**.

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **Inti.Mushtaq@beis.gov.uk** at the above address **within [7] days** from the date of this 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,

Signed for and on behalf of the Department for Business, Energy and Industrial
Strategy's Office for Product Safety and Standards

Name:

Signature:

Date:

We accept the terms set out in this letter and its **Annexes**, including the Conditions.

Signed for and on behalf of [**insert name of Supplier**]

Name: *[insert name]*
[insert job title]

Signature:

Date:

Annex 1

Terms and Conditions of Contract for Services



DPF33 Short Form
Terms and Condition

Annex 2

Charges and Proposal

Local Company Data Gathering Project

1. **Name of District Council:** Mid Ulster District Council
2. **Manager responsible overseeing deliver of project:** Monica McDonnell
3. **Name of Project:** NI Construction Products Sector: Project 1 - Local company data gathering project
4. **Project Description:** Carrying out a detailed research process on companies that manufacture and/or trade in construction products within the local District Council area.
5. **Objectives:** To compile detailed and up to date information that will be used to guide and support the activities of EHNI teams, and which will be shared with OPSS and other government departments stakeholder teams. Key information gathering objectives are outlined in the attached information gathering template.
6. **Resource requirement:** Mid Ulster District Council will require funding of up to £9,999 to cover the cost of additional staffing resources employed to deliver this project and any traveling costs associated with the project.
7. **Expenditure on salaries:** Confirmation that claims for salary costs will be limited to the cost of that staffing resource to the district council
8. **Project Timeline:** The funding will only be used to cover the activity for the period up to 31 March 2022.