

The Short form Contract

Department for Health & Social Care
39 Victoria St
Westminster
London
SW1H 0EU

Brake Bros Limited
Enterprise House
Eureka Business Park
Ashford
Kent TN25 4AG

Attn: [REDACTED]

By email to: [REDACTED]

Date: 20th April 2021

Your ref: N/A

Our ref: Log_Cat_13a_Brakes

Dear Sirs,

Supply of logistics services for delivery of LFD devices to schools

We are pleased to confirm our intention to award this contract to you.

The attached contract details ("**Order Form**"), contract conditions and the Annexes set out the terms of the contract between The Secretary of State for Health and Social Care and Brake Bros Limited for the provision of the services set out in the Order Form.

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 Conditions by signing and returning the Order Form to [REDACTED] ([REDACTED]). No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

We will then arrange for Order Form to be countersigned which will create a binding contract between us.

Yours faithfully,

Order Form

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|------------------------------|--|
| 1. Contract Reference | Log_Cat_13a_Brakes |
| 2. Date | 20 th April 2021 |
| 3. Buyer | The Secretary of State for Health and Social Care of 39 Victoria St, Westminster, London SW1H 0EU acting as part of the Crown |
| 4. Supplier | Brake Bros Limited <i>Enterprise House, Eureka Business Park, Ashford, Kent TN25 4AG Company Registration no 02035315</i> |
| 5. The Contract | <p>The Supplier shall supply the deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions") and the Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p> <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.</p> |
| 6. Deliverables | <p>The Services set out in the Specification.</p> <p>The stock loss tolerance shall be up to ■■■ of the total Goods supplied to the Supplier by value over the Term.</p> <p>The delivered service level KPI shall be ■■■ of agreed deliveries in any week during the Term.</p> |
| 7. Specification | The specification of the Deliverables is as set out in Annex 1. |
| 8. Term | The Term shall commence on 27 th March 2021 and the Expiry Date shall be 28 th May 2021, unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract. The parties shall discuss in good faith whether there shall be any extension to the Term of this Agreement, at least 14 days prior to the Expiry Date. |
| 9. Charges | The Charges for the Deliverables shall be as set out in Annex 2. |

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| <p>10. Payment</p> | <p>All invoices must be sent, quoting a valid purchase order number (PO Number), to:</p> <p>[REDACTED]</p> <p>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.</p> <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 by email to</p> <p>[REDACTED]</p> | | |
| <p>11. Buyer Authorised Representative(s)</p> | <p>For general liaison your contact will continue to be</p> <p>[REDACTED]</p> <p>or, in their absence,</p> <p>[REDACTED]</p> | | |
| <p>12. Address notices for</p> | <table border="0"> <tr> <td data-bbox="564 1229 1043 1585"> <p>Buyer:</p> <p>The Secretary of State for Health and Social Care of 39 Victoria St, Westminster, London SW1H 0EU</p> <p>Attention: [REDACTED]</p> <p>[REDACTED]</p> <p>Email: [REDACTED]</p> </td><td data-bbox="1043 1229 1536 1585"> <p>Supplier:</p> <p>Brake Bros Limited Enterprise House, Eureka Business Park, Ashford, Kent TN25 4AG</p> <p>Attention: [REDACTED]</p> <p>Email: [REDACTED]</p> </td></tr> </table> | <p>Buyer:</p> <p>The Secretary of State for Health and Social Care of 39 Victoria St, Westminster, London SW1H 0EU</p> <p>Attention: [REDACTED]</p> <p>[REDACTED]</p> <p>Email: [REDACTED]</p> | <p>Supplier:</p> <p>Brake Bros Limited Enterprise House, Eureka Business Park, Ashford, Kent TN25 4AG</p> <p>Attention: [REDACTED]</p> <p>Email: [REDACTED]</p> |
| <p>Buyer:</p> <p>The Secretary of State for Health and Social Care of 39 Victoria St, Westminster, London SW1H 0EU</p> <p>Attention: [REDACTED]</p> <p>[REDACTED]</p> <p>Email: [REDACTED]</p> | <p>Supplier:</p> <p>Brake Bros Limited Enterprise House, Eureka Business Park, Ashford, Kent TN25 4AG</p> <p>Attention: [REDACTED]</p> <p>Email: [REDACTED]</p> | | |

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|---|---|
| Signed for and on behalf of the Supplier | Signed for and on behalf of the Buyer |
| Name: [Redacted] [Redacted] – Brake UK | Name: [Redacted] [Redacted] [Redacted] |
| Date: 20/04/2021 | Date: 27th April 2021 |
| Signature: [Redacted] | Signature: [Redacted] |

Annex 1 – Specification

1. OVERVIEW

- 1.1 The Test & Trace programme requires UK logistics capabilities to enable the storage and outbound distribution of rapid testing to support the Government's ambition to scale up and increase the volume of testing available across the UK.
- 1.2 The service required has the following component parts:
 - 1.2.1 Receipt, stock management and warehousing of Lateral Flow Device (LFD) kits, PCR kits, equipment and Personal Protective Equipment (PPE) at the Supplier's national distribution centre.
 - 1.2.2 Temperature monitored warehousing and held within the required temperature range of 2 - 30 °C.
 - 1.2.3 Receiving orders from the Buyer and picking, packing and labelling of each order. Orders will typically be a mixture of cartons of LFD kits, accompanying equipment and PPE.
 - 1.2.4 Loading and despatch of orders to delivery locations using the Supplier's existing delivery network, where possible in line with existing scheduled deliveries.
 - 1.2.5 Provision of operational management information relating to stock control order status and delivery tracking in each case as required by the Buyer.
 - 1.2.6 Handling queries and complaints relating to the delivery of the Goods effected by the Supplier. For the avoidance of doubt, the Buyer (or its suppliers of the Goods) shall be responsible for the handling of queries and complaints regarding the Goods and their use and the Buyer shall provide the Supplier with relevant contact details to refer on any such queries or complaints received.
- 1.3 An overall need of the Buyer in setting up this Contract is to ensure that the Buyer can manage their requirements and outputs in a way that:
 - 1.3.1 increases the Buyer's organisation's efficiency;
 - 1.3.2 promotes the use of 'best practice' in the Mass Testing Program order fulfilment;
 - 1.3.3 reduces the Buyer's costs and process cycle times;
 - 1.3.4 drives maximum savings; and
 - 1.3.5 reduces the Buyer's impact on the environment.
- 1.4 The Supplier shall ensure full visibility of the supply chain as a minimum these should be:
 - 1.4.1 Use of subcontractors.

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- 1.4.1.1 Any subcontractors used will represent Buyer and therefore must meet all of the relevant standards required under this Contract.
 - 1.4.1.2 The Buyer must be notified in advance in writing of any proposed subcontractors.
- 1.5 The Supplier shall provide all of the requirements in respect of this Contract, as detailed. The Contract does permit the Supplier to subcontract with a named third party in order to be able to provide all aspects of the requirement.
- 1.6 Critical to the success of the Contract are:
 - 1.6.1 joint and partnered strategies that clearly deliver on cost saving targets;
 - 1.6.2 appropriate services that achieve efficiencies;
 - 1.6.3 compliance with standards, security and confidentiality requirements;
 - 1.6.4 reasonable management information that delivers a clear picture of progress;
 - 1.6.5 service, determined by what the Buyer needs, not by what the Supplier has to sell;
 - 1.6.6 relationships that identify and focus on the priorities that deliver excellence in public service and value;
 - 1.6.7 proactive strategies that analyse and report potential areas for increased efficiency and sustainability; and
 - 1.6.8 strategies that facilitate business transformation in order to produce and reduce overall costs in the supply chain.
- 1.7 All volumes are current best estimate and provided purely for information purposes only, subject to Annex 2 (Charges).

2. SCOPE OF REQUIREMENT

- 2.1 The Supplier must be able to receipt ■■■ pallets on a weekly basis from Contract commencement during the Term as reasonably required to meet forecasted demand and assuming there continues to be a reasonable and steady flow of stock out of the Supplier's network. For the avoidance of doubt, the intention of this minimum storage capacity requirement is to ensure that the Supplier has adequate warehousing facilities to meet expected demand and to facilitate the efficient distribution of the products, and not an expectation for the Supplier to store more stock than is reasonably necessary at any point in time.
 - 2.1.1 If the Buyer requires a higher number of pallets, then this will be by agreement of the Supplier.
- 2.2 The Supplier must be able store ■■■ pallets for the duration of the Term.

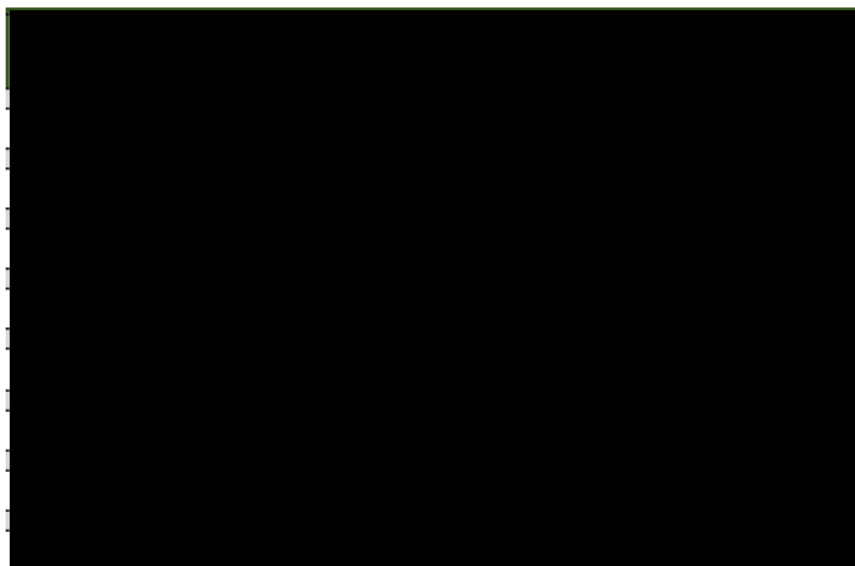
- 2.2.1 If the Buyer requires a higher number of pallets stored then this will be by agreement of the Supplier.
- 2.3 The Supplier must have the ability to pick and pack cartons of LFD kits and package with the required equipment and PPE for each delivery. The volume of equipment and PPE required per order will be provided by the Buyer and will follow a push model. Equipment and PPE is expected to be, but not limited to the following items:

| |
|---|
| Innova Swab Collection Kit |
| Test Registration cards |
| Bags: Yellow |
| Surgical Mask |
| Nitrile Disposable Gloves - Small |
| Nitrile Disposable Gloves – Medium |
| Nitrile Disposable Gloves – Large |
| Nitrile Disposable Gloves – Extra Large |
| Bags: White |
| PCR Test @ 10 per box |

- 2.4 The Supplier must have the ability to pick and pack a mixture of cases of kits and boxes of equipment and PPE ready for dispatch. The Supplier will provide the boxes.
- 2.5 Orders from secondary schools (or other education sites) will comprise one or more of the following boxes:

| Category | Value |
|------------|---------|
| Category 1 | Value 1 |
| Category 2 | Value 2 |
| Category 3 | Value 3 |
| Category 4 | Value 4 |

2.5.4 [REDACTED]



2.6 Orders from the primary schools sites will comprise one or more of the following boxes:

2.6.1 [REDACTED]

2.6.2 [REDACTED]

2.7 The Supplier must be able to dispatch and deliver these orders from the commencement of the Term to agreed delivery locations using the Supplier's existing delivery network, where possible in line with existing scheduled deliveries.

2.8 Delivery will be to an agreed list of [REDACTED] secondary schools (and other education sites) and [REDACTED] primary schools in England. This is made up of a mixture of sites which the Supplier already services as at 21 December 2020, and ones which it does not. The current list shows [REDACTED] of secondary schools (and other education establishment sites) are already serviced by the Supplier and [REDACTED] of primary schools are already serviced by the Supplier.

2.8.1 The Supplier will also deliver to the list of schools referenced in sections 11.1 (Wales), 12.1 (Scotland) and 13.1 (Northern Ireland).


2.8.2 Additional delivery locations can be added to this list upon agreement of both the Buyer and Supplier.

2.8.3 For schools which the Supplier services, the delivery will be made to the usual catering point. For any sites that the Supplier does not usually deliver to, deliveries will be made to the administration point at the school.

- 2.9 The charges for failed deliveries to sites (for reasons including, but not limited to, site closure without prior notice to the Supplier, non-acceptance or refusal of attempted delivery, or inadequate or incorrect delivery instructions or addresses) will be charged at the relevant delivery rate in Annex 2 and redelivery will also be charged.
- 2.10 The Supplier will use all reasonable endeavours to deliver to all agreed schools (and other education sites), as specified in section 2.8 (England), 11.1 (Wales), 12.1 (Scotland) and 13.1 (Northern Ireland), from the commencement of the Term. Subsequent deliveries will be instructed by the Buyer in accordance with clause 2.16 below.
- 2.11 The Supplier will use its reasonable endeavours to recover any short items within 48 hours of the original delivery. The Buyer may request a 24 hour recovery, upon payment of an agreed charge.
- 2.12 The Supplier must liaise and interact with other providers in the supply chain, as well as the Buyer.
- 2.13 The Supplier will meet the operational, regulatory and quality requirements requested by the Buyer as laid out, and not restricted to, the sections detailed below.
- 2.14 The Supplier must ensure that a risk assessment of warehouse processes has been completed. The Buyer reserves the right to request copies of the risk assessment.
- 2.15 The Supplier must have a business continuity plan in place to address risks identified through a prioritised risk assessment.
- 2.16 The Buyer reserves the right to amend the list of equipment and PPE and will provide notice of when changes are to be implemented within a mutually agreed time frame. Any change to the Deliverables or Specification, such as delivering to sites outside the scope of clause 2.8, which increase the cost to the Supplier of supplying the Deliverables shall entitle the Supplier to adjust the pricing in a proportionate and reasonable manner with agreement by the Buyer. For clarity, if any adjustment to the pricing is not agreed by the Buyer, the Supplier shall not be obliged to agree to the requested changes.
- 2.17 Details of the required deliveries and delivery locations shall be agreed between the Buyer and Supplier on a weekly basis. The Buyer shall notify the Supplier by 12pm Thursday each week of the requirements for the weeks deliveries starting the following Monday. The Supplier shall use all reasonable endeavours to meet the on time in full KPI as set out in the Order Form in relation to such agreed deliveries.
- 2.18 The Supplier shall minimise any loss or damage to the Goods, and shall ensure that any Goods lost or damaged by the Supplier in the course of delivery of the Services shall not exceed the stock loss tolerance set out in the Order Form.

3. DETAILED REQUIREMENT - WAREHOUSING

3.1 Inbound

- 3.1.1 The Supplier must ensure materials are receipted and available for picking within 8 hours of materials being delivered.
- 3.1.2 The Supplier must have the ability to provide a Goods receipt to inventory management system/ warehouse management system ("WMS").
- 3.1.3 The Supplier must ensure each of the received pallets is affixed with a physical form of identification (i.e. labels, barcode).
- 3.1.4 The Supplier must have the ability to perform visual inspections for paperwork and damages.
- 3.1.5 The Supplier must have the ability to refuse delivery or quarantine goods failing visual inspection.
- 3.1.6 The Buyer reserves the right to perform basic product spot checks either directly or through a 3rd party supplier (providing suitable notice to and training of the Supplier).
- 3.1.7 

3.2 Goods Storage

- 3.2.1 All Goods deliveries are to be stored in racked pallets.
- 3.2.2 The Supplier should ensure sufficient capacity to meet loading/ offloading schedules to ensure compliance with order demand and to avoid demurrage and detention of vehicles (and extended put away times).
- 3.2.3 Unless further advised, pallets will not be block stacked nor be stacked on each other.
- 3.2.4 The Supplier must protect integrity of the Goods at all times, including:
 - 3.2.4.1 maintaining storage locations to hygiene and pest control standards;
 - 3.2.4.2 keeping the Goods in compliance with storage conditions; and
 - 3.2.4.3 keeping the Goods secure (physical location and whilst in transit).
- 3.2.5 The Supplier must ensure all Goods in transport and storage are monitored and held within the required temperature range of an ambient temperature between 2 - 30 °C.

3.3 Goods Storage - Inventory Management

- 3.3.1 The Supplier must have the ability to implement a stock control process for control of Goods either recalled, expired or obsolete.
- 3.3.2 Inventory accuracy will be maintained through a documented process, allowing for perpetual inspection (or similar) and reconciliation process for understanding all discrepancies.

3.4 Goods Storage - Non-compliant Goods handling

- 3.4.1 The Supplier must ensure that an appropriate quality control inbound inspection takes place on the Goods. This covers the following activities;
- i. Receiving Goods (quantity and external check for damage against PO, ASN and / or delivery documentation);
 - ii. Documenting key information upon receipt; and
 - iii. QC inspection and recording of data.
- 3.4.2 The Supplier must have the ability to demonstrate a process to identify non-compliant Goods at their national distribution centre. For the avoidance of doubt, non-compliant Goods shall mean Goods delivered in incorrect quantities or with obvious damage to the outer packaging.
- 3.4.3 The Supplier must have the ability to segregate non-compliant Goods from other quality approved Goods electronically (using WMS) and physically to ensure Goods are blocked from further entering the downstream supply chain process.
- 3.4.4 The Supplier must communicate to the Buyer the discovery of non-compliant Goods and seek further guidance. The agreed corrective action for any non-compliant Goods in the Supplier's network may include the actions listed below between Buyer and Supplier:
- i. Return to the supplier;
 - ii. Supplier collection of returns;
 - iii. Goods write-off process and credit note / replacement;
 - iv. Arrange with the suppliers for on-site resolution for non-compliant Goods; and
 - v. If Goods need to be destroyed, a waste collection note must be made available by the Supplier.

4. DETAILED REQUIREMENT - TRANSPORT

4.1 Transportation Optimisation and Execution

- 4.1.1 The Supplier must be able to utilise their existing storage and transportation network to satisfy orders for their existing customer base.
- 4.1.2 The Suppliers system must be able to receive orders from the Buyer – orders will be based on a push system.
- 4.1.3 The Supplier must be able to package and dispatch kits, equipment and PPE as combined orders for delivery to customer addresses across England, Wales, Scotland and Northern Ireland.
- 4.1.4 The Supplier must deliver the products to customer addresses initially in England for all orders.

- 4.1.5 The Supplier must have the ability to track when deliveries have been dispatched from their regional distribution centres to Customer addresses and then track when delivery has been completed.
- 4.1.6 The Supplier must have the ability to ship 100% of their agreed volume of cartons of kits and boxes of equipment and PPE to specified addresses within the applicable region.
- 4.1.7 The Supplier must provide Information on Delivery (IOD) confirmation to the Buyer through an agreed system. The level of detail required for the proof of delivery shall be a copy of a signed delivery note. The Supplier will not provide any element of delivery or parcel tracking for the deliveries, which will need to be signed for on delivery,
- 4.1.8 The Supplier must ensure all Goods in transport and storage are monitored and held within the required temperature range of an ambient temperature between 2 - 30 °C.

5. REGULATORY REQUIREMENTS

- 5.1 The Supplier must meet all reasonable quality guidelines defined by the Buyer and have the necessary certifications in place.
- 5.2 The Supplier must be compliant to Good Distribution Practices standards.

6. MANAGEMENT INFORMATION/REPORTING

- 6.1 The Supplier must have the ability to report the volume of non-scheduled arrivals, by component vendor.
- 6.2 The Supplier must have the ability to report the volume of damaged Goods vs volume of inbound deliveries per vendor.
- 6.3 The Supplier must have the ability to generate a report of inventory levels.
- 6.4 The Supplier must have the ability to report on deliveries achieved and due.
- 6.5 The Supplier must have the ability to report on proof of deliveries.
- 6.6 The Supplier must be able to report by exception refused deliveries.
- 6.7 The Supplier must have the ability to share data and should provide data to the Buyer relating to stock control, orders fulfilled/delivered and incidents.

7. RECORDS

- 7.1 The Supplier shall keep adequate records, including records of customers and suppliers to and from whom Goods have been distributed.

8. VALIDATION OF PROCESSES

- 8.1 Clause not used.

9. TRAINING

- 9.1 The Supplier shall have appropriate personnel with suitable training and experience to adequately conduct their assigned duties.

10. STAFF AND CUSTOMER SERVICE

- 10.1 The Supplier shall provide a sufficient level of resource throughout the Term in order to consistently deliver a quality Service.
- 10.2 The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.
- 10.3 The Supplier shall ensure that staff understand the Buyer's vision and objectives and will provide excellent customer service to the Buyer throughout the Term.

11. WALES

- 11.1 Delivery will be to an agreed list of [REDACTED] schools (and other education sites) to service through an initial 'push' model. Replenishment requirements will then be provided by DHSC.

11.1.1 Additional delivery locations can be added to this list upon agreement of both the Buyer and Supplier.

- 11.2 The delivery and BOM requirements will be provided by DHSC and are subject to change.

12. SCOTLAND

- 12.1 Delivery will be to an agreed list of [REDACTED] schools (and other education sites) to service through an initial 'push' model. Replenishment requirements will then be provided by DHSC.

12.1.1 Additional delivery locations can be added to this list upon agreement of both the Buyer and Supplier.

- 12.2 The delivery and BOM requirements will be provided by DHSC and are subject to change.

12.3 [REDACTED]
[REDACTED]
[REDACTED]

13. NORTHERN IRELAND

- 13.1 Delivery will be to an agreed list of [REDACTED] schools (and other education sites) to service through an initial 'push' model. Replenishment requirements will then be provided by DHSC.

13.1.1 Additional delivery locations can be added to this list upon agreement of both the Buyer and Supplier.

- 13.2 The delivery and BOM requirements will be provided by DHSC and are subject to change.

Annex 2 – Charges

1. SUMMARY OF CHARGES

1.1 The following charges will be applicable:

Secondary schools (and other education sites)

- (a) [REDACTED]
- (b) [REDACTED]
[REDACTED]
[REDACTED]
- (c) [REDACTED]
- (d) [REDACTED]
[REDACTED]
- (e) [REDACTED]
- (f) [REDACTED]
- (g) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- (h) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

- [REDACTED]
[REDACTED]
[REDACTED]
- [REDACTED]
[REDACTED]
[REDACTED]

Primary schools

- (a) [REDACTED]
- (b) [REDACTED]
[REDACTED]
- (c) [REDACTED]
- (d) [REDACTED]
[REDACTED]
- (e) [REDACTED]
- (f) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- (g) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

- [REDACTED]
[REDACTED]
- [REDACTED]
[REDACTED]

- 1.2 All charges listed in section 1.1. are exclusive of VAT.
- 1.3 Where possible items will be consolidated into a single case/box (subject to volume) and charged as a single delivery item.
- 1.4 Each invoice must include a detailed elemental breakdown of the Services performed and the associated charges. The Supplier shall invoice the Buyer weekly in arrears. The Supplier shall submit invoices to the Buyer on a weekly basis by 5pm each Tuesday, or if the Tuesday is not a working day, by 5pm on the next working day. The date of receipt of such invoices shall be the date of arrival of the invoice if received before 10am on that date, or the next working day if received after 10am.

- 1.5 The pricing for schools is based on the Specification set out in Annex 1 and on the assumption that delivery volumes forecast over the term shall not exceed [REDACTED]. Acknowledging that the Supplier will have capacity constraints within its network, the Supplier reserves the right to make reasonable adjustments to the pricing to reflect its increased costs if delivery volumes exceed this assumption. Any pricing adjustment will apply only to delivery volumes over and above [REDACTED].
- 1.6 The Supplier will provide the Buyer with a daily report highlighting the deliveries successfully completed and the failed deliveries. Each failed delivery will be coded to highlight to the Buyer the reason for the failed delivery. Any other reports to be agreed between the Buyer and the Supplier.

Short form Terms

1. Definitions used in the Contract

In this Contract, unless the context otherwise requires, the following words shall have the following meanings:

| | | |
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| "Central Government Body" | | means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: a) Government Department; b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal); c) Non-Ministerial Department; or d) Executive Agency; |
| "Change Law" | in | means any change in Law which impacts on the supply of the Deliverables (including taxation or duties of any sort affecting the Supplier) which comes into force after the start date of the Contract set out in the Order Form; |
| "Charges" | | means the charges for the Deliverables as specified in the Order Form; |
| "Confidential Information" | | means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is marked as or stated to be confidential; or (iii) ought reasonably to be considered by the receiving Party to be confidential; |
| "Contract" | | means the contract between (i) the Buyer and (ii) the Supplier which is created by the Supplier's counter signing the Order Form and includes the Order Form and Annexes; |
| "Controller" | | has the meaning given to it in the GDPR; |
| "Buyer" | | means the person identified in the letterhead of the Order Form; |
| "Date Delivery" | of | means that date by which the Deliverables must be delivered to the Buyer, as specified in the Order Form; |
| "Buyer Cause" | | any breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to |

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| | the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier; |
| "Data Protection Legislation" | (i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the Data Protection Act 2018 to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy; |
| "Data Protection Impact Assessment" | an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data; |
| "Data Protection Officer" | has the meaning given to it in the GDPR; |
| "Data Subject" | has the meaning given to it in the GDPR; |
| "Data Loss Event" | any event that results, or may result, in unauthorised access to Personal Data held by the Supplier under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach; |
| "Data Subject Access Request" | a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data; |
| "Existing IPR" | any and all intellectual property rights that are owned by or licensed to either Party and which have been developed independently of the Contract (whether prior to the date of the Contract or otherwise); |
| "Exit Day" | has the meaning in the European Union (Withdrawal) Act 2018; |
| "Expiry Date" | means the date for expiry of the Contract as set out in the Order Form; |
| "FOIA" | means the Freedom of Information Act 2000 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation; |
| "Force Majeure Event" | any event, occurrence, circumstance, matter or cause affecting the performance by either Party of its obligations under the Contract arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control which prevent or delay it from performing its obligations under the Contract but excluding: i) any industrial dispute relating to the Supplier, the Supplier Staff (including any subsets of them) or the Subcontractor's supply chain; ii) any event, occurrence, circumstance, matter or cause which is attributable to the wilful act, neglect or (where the event is reasonably foreseeable) failure to take reasonable precautions against it by the Party concerned; iii) any failure or delay caused by a lack of funds; or iv) any event or other consequence arising as a direct and |

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| | foreseeable result of the COVID-19 pandemic and for which it is reasonable for a Party to have a workable contingency plan in place, except for circumstances caused by or related to the COVID-19 pandemic which are changes in applicable Law and/or governmental guidance which mean that the Deliverables cannot be provided as set out in the Contract (in all material respects) without such Laws and/or government guidance being breached, or if the Supplier can reasonably demonstrate that despite all reasonable endeavours, it is unable to secure non-COVID-19 infected personnel to provide the Deliverables due to the levels of COVID-19 infections in the population of the United Kingdom. |
| "GDPR" | the General Data Protection Regulation (Regulation (EU) 2016/679); |
| "Goods" | means the goods supplied by the Buyer which are to be stored, transported and/or delivered by the Supplier under the Contract; |
| "Good Industry Practice" | standards, practices, methods and procedures conforming to the law and the exercise of the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged within the relevant industry or business sector; |
| "Government Data" | a) the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, including any of the Buyer's confidential information, and which: i) are supplied to the Supplier by or on behalf of the Buyer; or ii) the Supplier is required to generate, process, store or transmit pursuant to the Contract; or b) any Personal Data for which the Buyer is the Data Controller; |
| "Information" | has the meaning given under section 84 of the FOIA; |
| "Information Commissioner" | the UK's independent authority which deals with ensuring information relating to rights in the public interest and data privacy for individuals is met, whilst promoting openness by public bodies; |
| "Insolvency Event" | in respect of a person: a) if that person is insolvent; ii) if an order is made or a resolution is passed for the winding up of the person (other than voluntarily for the purpose of solvent amalgamation or reconstruction); iii) if an administrator or administrative receiver is appointed in respect of the whole or any part of the persons assets or business; iv) if the person makes any composition with its creditors or takes or suffers any similar or analogous action to any of the actions detailed in this definition as a result of debt in any jurisdiction; |
| "Law" | means any law, statute, subordinate legislation within the meaning of section 21(1) of the Interpretation Act 1978, byelaw, enforceable right within the meaning of section 2 of the European Communities Act 1972, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of |

The Short form Contract

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| | law, or directives or requirements of any regulatory body with which the Supplier is bound to comply; |
| "LED" | Law Enforcement Directive (Directive (EU) 2016/680); |
| "New IPR" | all and intellectual property rights in any materials created or developed by or on behalf of the Supplier pursuant to the Contract but shall not include the Supplier's Existing IPR; |
| "Order Form" | means the letter from the Buyer to the Supplier printed above these terms and conditions; |
| "Party" | the Supplier or the Buyer (as appropriate) and "Parties" shall mean both of them; |
| "Personal Data" | has the meaning given to it in the GDPR; |
| "Personal Data Breach" | has the meaning given to it in the GDPR; |
| "Processor" | has the meaning given to it in the GDPR; |
| "Purchase Order Number" | means the Buyer's unique number relating to the order for Deliverables to be supplied by the Supplier to the Buyer in accordance with the terms of the Contract; |
| "Regulations" | the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2015 (as the context requires) as amended from time to time; |
| "Request for Information" | has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term "request" shall apply); |
| "Services" | means the services to be supplied by the Supplier to the Buyer under the Contract; |
| "Specification" | means the specification for the Deliverables as specified in the Order Form; |
| "Staff" | means all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any sub-contractor of the Supplier engaged in the performance of the Supplier's obligations under the Contract; |
| "Staff Vetting Procedures" | means vetting procedures that accord with Good Industry Practice or, where applicable, the Buyer's procedures for the vetting of personnel as provided to the Supplier from time to time; |
| "Subprocessor" | any third Party appointed to process Personal Data on behalf of the Supplier related to the Contract; |

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| "Supplier Staff" | all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any Subcontractor engaged in the performance of the Supplier's obligations under a Contract; |
| "Supplier" | means the person named as Supplier in the Order Form; |
| "Term" | means the period from the start date of the Contract set out in the Order Form to the Expiry Date as such period may be terminated in accordance with the terms and conditions of the Contract; |
| "US-EU Privacy Shield Register" | a list of companies maintained by the United States of America Department for Commerce that have self-certified their commitment to adhere to the European legislation relating to the processing of personal data to non-EU countries which is available online at: https://www.privacyshield.gov/list ; |
| "VAT" | means value added tax in accordance with the provisions of the Value Added Tax Act 1994; |
| "Workers" | any one of the Supplier Staff which the Buyer, in its reasonable opinion, considers is an individual to which Procurement Policy Note 08/15 (Tax Arrangements of Public Appointees) (https://www.gov.uk/government/publications/procurement-policy-note-0815-tax-arrangements-of-appointees) applies in respect of the Deliverables; |
| "Working Day" | means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London. |

2. Understanding the Contract

In the Contract, unless the context otherwise requires:

- 2.1 references to numbered clauses are references to the relevant clause in these terms and conditions;
- 2.2 any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;
- 2.3 the headings in this Contract are for information only and do not affect the interpretation of the Contract;
- 2.4 references to "writing" include printing, display on a screen and electronic transmission and other modes of representing or reproducing words in a visible form;
- 2.5 the singular includes the plural and vice versa;
- 2.6 a reference to any law includes a reference to that law as amended, extended, consolidated or re-enacted from time to time and to any legislation or byelaw made under that law;

- 2.7 the word 'including', "for example" and similar words shall be understood as if they were immediately followed by the words "without limitation"; and
- 2.8 any reference in this Contract which immediately before Exit Day was a reference to (as it has effect from time to time):
- (a) any EU regulation, EU decision, EU tertiary legislation or provision of the EEA agreement ("**EU References**") which is to form part of domestic law by application of section 3 of the European Union (Withdrawal) Act 2018 shall be read on and after Exit Day as a reference to the EU References as they form part of domestic law by virtue of section 3 of the European Union (Withdrawal) Act 2018 as modified by domestic law from time to time; and
 - (b) any EU institution or EU authority or other such EU body shall be read on and after Exit Day as a reference to the UK institution, authority or body to which its functions were transferred.

3. How the Contract works

- 3.1 The Order Form is an offer by the Buyer to purchase the Deliverables subject to and in accordance with the terms and conditions of the Contract.
- 3.2 The Supplier is deemed to accept the offer in the Order Form when the Buyer receives a copy of the Order Form signed by the Supplier.
- 3.3 The Supplier warrants and represents that all statements made and documents submitted as part of the procurement of Deliverables are and remain true and accurate.

4. What needs to be delivered

4.1 All Deliverables

The Supplier must provide Deliverables: (i) in accordance with the Specification; (ii) to a professional standard; (iii) using reasonable skill and care; (iv) using Good Industry Practice; (v) using its own policies, processes and internal quality control measures as long as they don't conflict with the Contract; (vi) on the dates agreed; and (vii) that comply with all law.

4.2 Goods clauses

- (a) The Supplier must provide sufficient packaging for the Goods to reach the point of delivery safely and undamaged.
- (b) All deliveries must have a delivery note attached that specifies the order number, type and quantity of Goods.
- (c) The Buyer will not be liable for any actions, claims, costs and expenses incurred by the Supplier or any third party during delivery of the Goods unless and to the extent that it is caused by negligence or other wrongful act of the Buyer or its servant or agent.

- (d) Where the Buyer issues Goods free of charge to the Supplier such Goods shall be and remain the property of the Buyer. The Supplier irrevocably licences the Buyer and its agents to enter upon any premises of the Supplier during normal business hours on reasonable notice to recover any such Goods. The Supplier shall take all reasonable steps to ensure that the title of the Buyer to the Goods and the exclusion of any such lien or other interest are brought to the notice of all sub-suppliers and other appropriate persons and shall, at the Buyer's request, store the Goods separately and ensure that it is clearly identifiable as belonging to the Buyer.
- (e) The Goods shall be deemed to be in good condition (insofar as this can be determined in accordance with 4.2 (f) below) when received by or on behalf of the Supplier unless the Supplier notifies the Buyer otherwise within five (5) Working Days of receipt.
- (f) Upon receipt of the Goods the Supplier shall subject them to:
 - (i) a reasonable visual inspection of the outer packaging.
- (g) Within a reasonable period the Buyer shall replace or re-issue issued Goods agreed by the parties to be damaged.
- (h) The Supplier shall ensure the security of all the Goods whilst in its possession.
- (i) The Supplier shall be liable for all loss of, or damage to, the Goods (excluding fair wear and tear) which is in excess of the stock loss tolerance set out in the Order Form, unless such loss or damage was caused by the breach of this Contract by the Buyer. The Supplier shall inform the Buyer within two (2) Working Days of any loss of, or damage to, the Goods occurring, and shall use all reasonable endeavours to minimise any such loss or damage.

4.3 Services clauses

- (a) Breach of the delivered service level KPI set out in the Specification will be a default of the Contract.
- (b) In relation to the calculation of the KPI, deliveries that the Supplier has been able to recover within 48 hours shall be excluded together with any deliveries that are affected as a consequence of circumstances outside of the Supplier's control (including, without limitation, deliveries into the Supplier which are subject to delays or errors due to the default of the suppliers of the Goods or their agents, vehicles delayed by exceptional circumstances, and delays or errors caused by the Buyer or by the delivery site at the point of delivery) will be excluded.
- (c) The Supplier must co-operate with the Buyer and third party suppliers on all aspects connected with the delivery of the Services and ensure that Supplier Staff comply with any reasonable instructions including any security requirements.
- (d) The Buyer must provide the Supplier with reasonable access to its premises at reasonable times for the purpose of supplying the Services.

- (e) The Supplier must at its own risk and expense provide all equipment required to deliver the Services. Any equipment provided by the Buyer to the Supplier for supplying the Services remains the property of the Buyer and is to be returned to the Buyer on expiry or termination of the Contract.
- (f) The Supplier must allocate sufficient resources and appropriate expertise to the Contract.
- (g) The Supplier must take all reasonable care to ensure performance does not disrupt the Buyer's operations, employees or other contractors.
- (h) The Supplier must ensure all Services, and anything used to deliver the Services, are of good quality.
- (i) The Buyer is entitled to withhold payment for partially or undelivered Services, but doing so does not stop it from using its other rights under the Contract.

5. Pricing and payments

- 5.1 In exchange for the Deliverables, the Supplier shall be entitled to invoice the Buyer for the charges in the Order Form. The Supplier shall raise invoices promptly and in any event within 90 days from when the charges are due.
- 5.2 All Charges:
 - (a) exclude VAT, which is payable on provision of a valid VAT invoice;
 - (b) include all costs connected with the supply of Deliverables.
- 5.3 The Buyer must pay the Supplier the charges within [REDACTED] of receipt by the Buyer of a valid, undisputed invoice, in cleared funds to the Supplier's account stated in the Order Form.
- 5.4 A Supplier invoice is only valid if it:
 - (a) includes all appropriate references including the Purchase Order Number and other details reasonably requested by the Buyer;
 - (b) includes a detailed breakdown of Deliverables which have been delivered (if any).
- 5.5 If there is a dispute between the Parties as to the amount invoiced, the Buyer shall pay the undisputed amount. The Supplier shall not suspend the provision of the Deliverables unless the Supplier is entitled to terminate the Contract for a failure to pay undisputed sums in accordance with clause 11.5. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 33.
- 5.6 The Buyer may retain or set-off payment of any amount owed to it by the Supplier if notice and reasons are provided.
- 5.7 The Supplier must ensure that all subcontractors are paid, in full, within [REDACTED] of receipt of a valid, undisputed invoice. If this doesn't happen, the Buyer can publish the details of the late payment or non-payment.

6. The Buyer's obligations to the Supplier

- 6.1 If Supplier fails to comply with the Contract as a result of a Buyer Cause:
 - (a) the Buyer cannot terminate the Contract under clause 11;

- (b) the Supplier is entitled to reasonable and proven additional expenses and to relief from liability under this Contract;
- (c) the Supplier is entitled to additional time needed to deliver the Deliverables;
- (d) the Supplier cannot suspend the ongoing supply of Deliverables.

6.2 Clause 6.1 only applies if the Supplier:

- (a) gives notice to the Buyer within 10 Working Days of becoming aware;
- (b) demonstrates that the failure only happened because of the Buyer Cause;
- (c) used reasonable endeavours to mitigate the impact of the Buyer Cause.

7. Record keeping and reporting

7.1 The Supplier must ensure that suitably qualified representatives attend progress meetings with the Buyer and provide progress reports when specified in the Order Form.

7.2 The Supplier must keep and maintain full and accurate records and accounts on everything to do with the Contract for seven years after the date of expiry or termination of the Contract.

7.3 The Supplier must allow upon reasonable notice any auditor appointed by the Buyer access to their premises to verify all contract accounts and records of everything to do with the Contract that is required to allow the Buyer to verify the Supplier's compliance with its obligations hereunder and provide copies for the audit (provided always that the Supplier (acting reasonably) shall be entitled to redact any commercially sensitive information).

7.4 The Supplier must provide information to the auditor and reasonable co-operation at their request.

7.5 If the Supplier is not providing any of the Deliverables, or is unable to provide them, it must immediately:

- (a) tell the Buyer and give reasons;
- (b) propose corrective action;
- (c) provide a deadline for completing the corrective action.

7.6 If the Buyer, acting reasonably, is concerned as to the financial stability of the Supplier such that it may impact on the continued performance of the Contract then the Buyer may:

- (a) require that the Supplier provide to the Buyer (for its approval) a plan setting out how the Supplier will ensure continued performance of the Contract and the Supplier will make changes to such plan as reasonably required by the Buyer and once it is agreed then the Supplier shall act in accordance with such plan and report to the Buyer on demand
- (b) if the Supplier fails to provide a plan or fails to agree any changes which are requested by the Buyer or fails to implement or provide updates on progress with the plan, terminate the Contract immediately for material breach (or on such date as the Buyer notifies).

8. Supplier staff

- 8.1 The Supplier Staff involved in the performance of the Contract must:
- (a) be appropriately trained and qualified;
 - (b) be vetted using Good Industry Practice; and
 - (c) comply with all conduct requirements which are notified to it when on the Buyer's premises, and all requirements for delivery to a school premises which are notified to it when delivering the Goods.
- 8.2 Where a Buyer decides, acting reasonably, that one of the Supplier's Staff isn't suitable to work on the Contract, the Supplier must replace them with a suitably qualified alternative.
- 8.3 If requested, the Supplier must replace any person whose acts or omissions have caused the Supplier to breach clause 8.
- 8.4 The Supplier indemnifies the Buyer against all claims brought by any person employed by the Supplier caused by an act or omission of the Supplier or any Supplier Staff.

9. Rights and protection

- 9.1 The Supplier warrants and represents that:
- (a) it has full capacity and authority to enter into and to perform the Contract;
 - (b) the Contract is executed by its authorised representative;
 - (c) it is a legally valid and existing organisation incorporated in the place it was formed;
 - (d) there are no known legal or regulatory actions or investigations before any court, administrative body or arbitration tribunal pending or threatened against it or its affiliates that might affect its ability to perform the Contract;
 - (e) it maintains all necessary rights, authorisations, licences and consents to perform its obligations under the Contract;
 - (f) it doesn't have any contractual obligations which are likely to have a material adverse effect on its ability to perform the Contract; and
 - (g) it is not impacted by an Insolvency Event.
- 9.2 The warranties and representations in clause 9.1 are repeated each time the Supplier provides Deliverables under the Contract.
- 9.3 The Supplier indemnifies the Buyer against each of the following:
- (a) wilful misconduct of the Supplier, any of its subcontractor and/or Supplier Staff that impacts the Contract;
 - (b) non-payment by the Supplier of any tax or National Insurance.
- 9.4 If the Supplier becomes aware of a representation or warranty that becomes untrue or misleading, it must immediately notify the Buyer.
- 9.5 For the avoidance of doubt, the Buyer shall be responsible for selecting and conducting due diligence on the Goods and their suppliers and no liability shall attach

to the Supplier in respect of the performance, quality, or specification of the Goods. The Buyer is responsible for managing the relationship with the suppliers of the Goods and for agreeing directly with such suppliers all matters concerning the Goods, including the specification and conditions for delivery of the Goods to the Buyer or Supplier.

10. Intellectual Property Rights (IPRs)

- 10.1 Each Party keeps ownership of its own Existing IPRs. The Supplier gives the Buyer a non-exclusive, perpetual, royalty-free, irrevocable, transferable worldwide licence to use, change and sub-license the Supplier's Existing IPR to enable it and its sub-licensees to both:
- (a) receive and use the Deliverables;
 - (b) use the New IPR.
- 10.2 Any New IPR created under the Contract is owned by the Buyer. The Buyer gives the Supplier a licence to use any Existing IPRs for the purpose of fulfilling its obligations under the Contract and a perpetual, royalty-free, non-exclusive licence to use any New IPRs.
- 10.3 Where a Party acquires ownership of intellectual property rights incorrectly under this Contract it must do everything reasonably necessary to complete a transfer assigning them in writing to the other Party on request and at its own cost.
- 10.4 Neither Party has the right to use the other Party's intellectual property rights, including any use of the other Party's names, logos or trademarks, except as provided in clause 10 or otherwise agreed in writing.
- 10.5 If any claim is made against the Buyer for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Deliverables (an "**IPR Claim**"), then the Supplier indemnifies the Buyer against all losses, damages, costs or expenses (including professional fees and fines) incurred as a result of the IPR Claim.
- 10.6 If an IPR Claim is made or anticipated the Supplier must at its own expense and the Buyer's sole option, either:
- (a) obtain for the Buyer the rights in clauses 10.1 and 10.2 without infringing any third party intellectual property rights;
 - (b) replace or modify the relevant item with substitutes that don't infringe intellectual property rights without adversely affecting the functionality or performance of the Deliverables.

11. Ending the contract

- 11.1 The Contract takes effect on the date of or (if different) the date specified in the Order Form and ends on the earlier of the date of expiry or termination of the Contract or earlier if required by Law.

11.2 Ending the Contract without a reason

Each party has the right to terminate the Contract at any time without reason or liability by giving the other party not less than [REDACTED] written notice and if it is terminated, clause 11.4 shall apply.

11.3 When the Buyer can end the Contract

- (a) If any of the following events happen, the Buyer has the right to immediately terminate its Contract by issuing a termination notice in writing to the Supplier:
 - (i) there's a Supplier Insolvency Event;
 - (ii) if the Supplier repeatedly breaches the Contract in a way to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Contract;
 - (iii) if the Supplier is in material breach of any obligation which is capable of remedy, and that breach is not remedied within [REDACTED] of the Supplier receiving notice specifying the breach and requiring it to be remedied;
 - (iv) there's a change of control (within the meaning of section 450 of the Corporation Tax Act 2010) of the Supplier which isn't pre-approved by the Buyer in writing;
 - (v) if the Buyer discovers that the Supplier was in one of the situations in 57(1) or 57(2) of the Regulations at the time the Contract was awarded; or
 - (vi) the Supplier or its affiliates embarrass or bring the Buyer into disrepute or diminish the public trust in them.
- (b) If any of the events in 73(1) (a) to (c) of the Regulations (substantial modification, exclusion of the Supplier, procurement infringement) happen, the Buyer has the right to immediately terminate the Contract and clause 11.4 applies.

11.4 What happens if the Contract ends

On the expiry or termination of the Contract all of the following apply:

- (a) the Buyer's payment obligations under the terminated Contract stop immediately, subject to all undisputed sums due from the Buyer at the date of termination being paid;
- (b) accumulated rights of the Parties are not affected;
- (c) the Supplier must promptly delete or return the Government Data except where required to retain copies by law;
- (d) the Buyer must promptly collect any of the Buyer's property provided under the Contract including the Goods. If any residual stock is not collected by the Buyer (or on its behalf) within 72 hours, the Supplier may (but shall not be obliged to) charge the Buyer the reasonable cost of storing or returning the stock to the Buyer;
- (e) the Supplier must, at no cost to the Buyer, give all reasonable assistance to the Buyer and any incoming supplier and co-operate fully in the handover and re-procurement; and
- (f) the following clauses survive the termination of the Contract: 3.2.10, 6, 7.2, 9, 11, 14, 15, 16, 17, 18, 34, 35 and any clauses which are expressly or by implication intended to continue.

11.5 When the Supplier can end the Contract

- (a) The Supplier can issue a reminder notice if the Buyer does not pay an undisputed invoice on time. The Supplier can terminate the Contract if the

Buyer fails to pay an undisputed invoiced sum due within [REDACTED] of the date of the reminder notice.

- (b) If a Supplier terminates the Contract under clause 11.5(a):
 - (i) the Buyer must promptly pay all outstanding charges incurred to the Supplier;
 - (ii) the Buyer must pay the Supplier reasonable committed and unavoidable losses 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 sum payable to the Supplier if the Contract had not been terminated; and
 - (iii) clause 11.4 applies.

11.6 Partially ending and suspending the Contract

- (a) Where the Buyer has the right to terminate the Contract it can terminate or suspend (for any period), all or part of it. If the Buyer suspends the Contract it can provide the Deliverables itself or buy them from a third party.
- (b) The Buyer can only partially terminate or suspend the Contract if the remaining parts of it can still be used to effectively deliver the intended purpose.
- (c) The Parties must agree (in accordance with clause 24) any necessary variation required by clause 11.66, but the Supplier may not unreasonably either:
 - (i) reject the variation;
 - (ii) increase the Charges, except where the right to partial termination is under clause 11.6(b).
- (d) The Buyer can still use other rights available, or subsequently available to it if it acts on its rights under clause 11.66.

12. How much you can be held responsible for

- 12.1 Each Party's total aggregate liability under or in connection with the Contract (whether in tort, contract or otherwise) is no more than [REDACTED] of the Charges paid or payable to the Supplier.
- 12.2 No Party is liable to the other for any indirect losses;
- 12.3 In spite of clause 12.1, neither Party limits or excludes any of the following:
 - (a) its liability for death or personal injury caused by its negligence, or that of its employees, agents or subcontractors;
 - (b) its liability for bribery or fraud or fraudulent misrepresentation by it or its employees;
 - (c) any liability that cannot be excluded or limited by law.
- 12.4 In spite of clause 12.1, the Supplier does not limit or exclude its liability for any indemnity given under clauses 8.5, 9.3, 10.5, 13.2 or 30.2.
- 12.5 Each Party must use all reasonable endeavours to mitigate any loss or damage which it suffers under or in connection with the Contract, including any indemnities.
- 12.6 If more than one Supplier is party to the Contract, each Supplier Party is fully responsible for both their own liabilities and the liabilities of the other Suppliers.

13. Obeying the law

- 13.1 The Supplier must, in connection with provision of the Deliverables, use reasonable endeavours to:
- (a) comply and procure that its subcontractors comply with the Supplier Code of Conduct appearing at (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/646497/2017-09-13_Official_Sensitive_Supplier_Code_of_Conduct_September_2017.pdf) and such other corporate social responsibility requirements as the Buyer may notify to the Supplier from time to time;
 - (b) support the Buyer in fulfilling its Public Sector Equality duty under S149 of the Equality Act 2010;
 - (c) not use nor allow its subcontractors to use modern slavery, child labour or inhumane treatment;
 - (d) meet the applicable Government Buying Standards applicable to Deliverables which can be found online at: <https://www.gov.uk/government/collections/sustainable-procurement-thegovernment-buying-standards-gbs>
- 13.2 The Supplier indemnifies the Buyer against any costs as a direct result of any default by the Supplier relating to any applicable Law to do with the Contract.

14. Data protection

- 14.1 The Buyer is the Controller and the Supplier is the Processor for the purposes of the Data Protection Legislation.
- 14.2 The Supplier must process Personal Data and ensure that Supplier Staff process Personal Data only in accordance with this Contract.
- 14.3 The Supplier must not remove any ownership or security notices in or relating to the Government Data.
- 14.4 If at any time the Supplier suspects or has reason to believe that the Government Data provided under the Contract is corrupted, lost or sufficiently degraded, then the Supplier must notify the Buyer and immediately suggest remedial action.
- 14.5 If the Government Data is corrupted, lost or sufficiently degraded so as to be unusable as a result of the Supplier's negligent act or omission, the Buyer may either or both:
- (a) tell the Supplier to restore or get restored Government Data as soon as practical but no later than five Working Days from the date that the Buyer receives notice, or the Supplier finds out about the issue, whichever is earlier;
 - (b) restore the Government Data itself or using a third party.
- 14.6 The Supplier must pay each Party's reasonable costs of complying with clause 14.5 unless the Buyer is at fault.
- 14.7 Only the Buyer can decide what processing of Personal Data a Supplier can do under the Contract and must specify it for the Contract in writing.

- 14.8 The Supplier must only process Personal Data if authorised to do so by the Buyer in writing.
- 14.9 The Supplier must give all reasonable assistance to the Buyer in the preparation of any Data Protection Impact Assessment before starting any processing, including:
- (a) a systematic description of the expected processing and its purpose;
 - (b) the necessity and proportionality of the processing operations;
 - (c) the risks to the rights and freedoms of Data Subjects;
 - (d) the intended measures to address the risks, including safeguards, security measures and mechanisms to protect Personal Data.
- 14.10 The Supplier must notify the Buyer immediately if it thinks the Buyer's instructions breach the Data Protection Legislation.
- 14.11 The Supplier must put in place appropriate Protective Measures to protect against a Data Loss Event which must be approved by the Buyer.
- 14.12 If lawful to notify the Buyer, the Supplier must notify it if the Supplier is required to process Personal Data by Law promptly and before processing it.
- 14.13 The Supplier must take all reasonable steps to ensure the reliability and integrity of any Supplier Staff who have access to the Personal Data and ensure that they:
- (a) are aware of and comply with the Supplier's duties under this clause **Error! Reference source not found.4;**
 - (b) are subject to appropriate confidentiality undertakings with the Supplier or any Subprocessor;
 - (c) are informed of the confidential nature of the Personal Data and do not provide any of the Personal Data to any third Party unless directed in writing to do so by the Buyer or as otherwise allowed by the Contract;
 - (d) have undergone adequate training in the use, care, protection and handling of Personal Data.
- 14.14 The Supplier must not transfer Personal Data outside of the EU unless all of the following are true:
- (a) it has obtained prior written consent of the Buyer;
 - (b) the Buyer has decided that there are appropriate safeguards (in accordance with Article 46 of the GDPR);
 - (c) the Data Subject has enforceable rights and effective legal remedies when transferred;
 - (d) the Supplier meets its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred;
 - (e) where the Supplier is not bound by Data Protection Legislation it must use its best endeavours to help the Buyer meet its own obligations under Data Protection Legislation; and
 - (f) the Supplier complies with the Buyer's reasonable prior instructions about the processing of the Personal Data.

- 14.15 The Supplier must notify the Buyer immediately if it:
- (a) receives a Data Subject Access Request (or purported Data Subject Access Request);
 - (b) receives a request to rectify, block or erase any Personal Data;
 - (c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
 - (d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Contract;
 - (e) receives a request from any third Party for disclosure of Personal Data where compliance with the request is required or claims to be required by Law;
 - (f) becomes aware of a Data Loss Event.
- 14.16 Any requirement to notify under clause 14.15 includes the provision of further information to the Buyer in stages as details become available.
- 14.17 The Supplier must promptly provide the Buyer with full assistance in relation to any Party's obligations under Data Protection Legislation and any complaint, communication or request made under clause 14.15. This includes giving the Buyer:
- (a) full details and copies of the complaint, communication or request;
 - (b) reasonably requested assistance so that it can comply with a Data Subject Access Request within the relevant timescales in the Data Protection Legislation;
 - (c) any Personal Data it holds in relation to a Data Subject on request;
 - (d) assistance that it requests following any Data Loss Event;
 - (e) assistance that it requests relating to a consultation with, or request from, the Information Commissioner's Office.
- 14.18 The Supplier must maintain full, accurate records and information to show it complies with this clause 14.
- 14.19 The Supplier must appoint a Data Protection Officer responsible for observing its obligations in this Schedule and give the Buyer their contact details.
- 14.20 Before allowing any Subprocessor to process any Personal Data, the Supplier must:
- (a) notify the Buyer in writing of the intended Subprocessor and processing;
 - (b) obtain the written consent of the Buyer;
 - (c) enter into a written contract with the Subprocessor so that this clause 14 applies to the Subprocessor;
 - (d) provide the Buyer with any information about the Subprocessor that the Buyer reasonably requires.
- 14.21 The Supplier remains fully liable for all acts or omissions of any Subprocessor.
- 14.22 At any time the Buyer can, with 30 Working Days notice to the Supplier, change this clause 14 to:
- (a) replace it with any applicable standard clauses (between the controller and processor) or similar terms forming part of an applicable certification scheme under GDPR Article 42;
 - (b) ensure it complies with guidance issued by the Information Commissioner's Office.

14.23 The Parties agree to take account of any non-mandatory guidance issued by the Information Commissioner's Office.

14.24 The Supplier:

- (a) must provide the Buyer with all Government Data in an agreed open format within 10 Working Days of a written request;
- (b) must have documented processes to guarantee prompt availability of Government Data if the Supplier stops trading;
- (c) must securely destroy all Storage Media that has held Government Data at the end of life of that media using Good Industry Practice;
- (d) securely erase all Government Data and any copies it holds when asked to do so by the Buyer unless required by Law to retain it;
- (e) indemnifies the Buyer against any and all Losses incurred if the Supplier breaches clause 14 and any Data Protection Legislation.

15. What you must keep confidential

15.1 Each Party must:

- (a) keep all Confidential Information it receives confidential and secure;
- (b) not disclose, use or exploit the disclosing Party's Confidential Information without the disclosing Party's prior written consent, except for the purposes anticipated under the Contract;
- (c) immediately notify the disclosing Party if it suspects unauthorised access, copying, use or disclosure of the Confidential Information.

15.2 In spite of clause 15.1, a Party may disclose Confidential Information which it receives from the disclosing Party in any of the following instances:

- (a) where disclosure is required by applicable Law or by a court with the relevant jurisdiction if the recipient Party notifies the disclosing Party of the full circumstances, the affected Confidential Information and extent of the disclosure;
- (b) if the recipient Party already had the information without obligation of confidentiality before it was disclosed by the disclosing Party;
- (c) if the information was given to it by a third party without obligation of confidentiality;
- (d) if the information was in the public domain at the time of the disclosure;
- (e) if the information was independently developed without access to the disclosing Party's Confidential Information;
- (f) for the purposes of regulatory requirements;
- (g) on a confidential basis, to its professional advisers on a need-to-know basis;
- (h) to the Serious Fraud Office where the recipient Party has reasonable grounds to believe that the disclosing Party is involved in activity that may be a criminal offence under the Bribery Act 2010.

15.3 The Supplier may disclose Confidential Information on a confidential basis to Supplier Staff on a need-to-know basis to allow the Supplier to meet its obligations under the Contract. The Supplier Staff must enter into a direct confidentiality agreement with the Buyer at its request.

15.4 The Buyer may disclose Confidential Information in any of the following cases:

- (a) on a confidential basis to the employees, agents, consultants and contractors of the Buyer;
 - (b) on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any company that the Buyer transfers or proposes to transfer all or any part of its business to;
 - (c) if the Buyer (acting reasonably) considers disclosure necessary or appropriate to carry out its public functions;
 - (d) where requested by Parliament;
 - (e) under clauses 5.7 and 16.
- 15.5 For the purposes of clauses 15.2 to 15.4 references to disclosure on a confidential basis means disclosure under a confidentiality agreement or arrangement including terms as strict as those required in clause 15.
- 15.6 Information which is exempt from disclosure by clause 16 is not Confidential Information.
- 15.7 The Supplier must not make any press announcement or publicise the Contract or any part of it in any way, without the prior written consent of the Buyer and must take all reasonable steps to ensure that Supplier Staff do not either.

16. When you can share information

- 16.1 The Supplier must tell the Buyer within 48 hours if it receives a Request For Information.
- 16.2 Within the required timescales the Supplier must give the Buyer full co-operation and information needed so the Buyer can:
- (a) comply with any Freedom of Information Act (FOIA) request;
 - (b) comply with any Environmental Information Regulations (EIR) request.
- 16.3 The Buyer shall talk to the Supplier to help it decide whether to publish information under clause 16, in particular any information which has been flagged by the Supplier as commercially sensitive, which shall include, but is not limited to, the information in Annexes 1 and 2. However, the extent, content and format of the disclosure is the Buyer's decision, which does not need to be reasonable.

17. Invalid parts of the contract

If any part of the Contract is prohibited by Law or judged by a court to be unlawful, void or unenforceable, it must be read as if it was removed from that Contract as much as required and rendered ineffective as far as possible without affecting the rest of the Contract, whether it's valid or enforceable.

18. No other terms apply

The provisions incorporated into the Contract are the entire agreement between the Parties. The Contract replaces all previous statements and agreements whether written or oral. No other provisions apply.

19. Other people's rights in a contract

No third parties may use the Contracts (Rights of Third Parties) Act (CRTPA) to enforce any term of the Contract unless stated (referring to CRTPA) in the Contract. This does not affect third party rights and remedies that exist independently from CRTPA.

20. Circumstances beyond your control

- 20.1 Any Party affected by a Force Majeure Event is excused from performing its obligations under the Contract while the inability to perform continues, if it both:
- (a) provides written notice to the other Party;
 - (b) uses all reasonable measures practical to reduce the impact of the Force Majeure Event.
- 20.2 Either party can partially or fully terminate the Contract if the provision of the Deliverables is materially affected by a Force Majeure Event which lasts for 90 days continuously.
- 20.3 Where a Party terminates under clause 20.2:
- (a) each party must cover its own losses;
 - (b) clause 11.4(a) to **Error! Reference source not found.** applies.

21. Relationships created by the contract

The Contract does not create a partnership, joint venture or employment relationship. The Supplier must represent themselves accordingly and ensure others do so.

22. Giving up contract rights

A partial or full waiver or relaxation of the terms of the Contract is only valid if it is stated to be a waiver in writing to the other Party.

23. Transferring responsibilities

- 23.1 The Supplier cannot assign the Contract without the Buyer's written consent.
- 23.2 The Buyer can assign, novate or transfer its Contract or any part of it to any Crown Body, public or private sector body which performs the functions of the Buyer.
- 23.3 When the Buyer uses its rights under clause 23.2 the Supplier must enter into a novation agreement in the form that the Buyer specifies.
- 23.4 The Supplier can terminate the Contract novated under clause 23.2 to a private sector body that is experiencing an Insolvency Event.
- 23.5 The Supplier remains responsible for all acts and omissions of the Supplier Staff as if they were its own.
- 23.6 If the Buyer asks the Supplier for details about Subcontractors, the Supplier must provide details of Subcontractors at all levels of the supply chain including:
- (a) their name;
 - (b) the scope of their appointment;

- (c) the duration of their appointment.

24. Changing the contract

- 24.1 Either Party can request a variation to the Contract which is only effective if agreed in writing and signed by both Parties. The Buyer is not required to accept a variation request made by the Supplier.
- 24.2 The Supplier shall neither be relieved of its obligations to supply the Deliverables in accordance with the terms and conditions of the Contract nor be entitled to an increase in the Charges as a result of a Change in Law, except where the Change in Law renders the Supplier's performance no longer possible or causes an increase in the cost to the Supplier of supplying the Deliverables.

25. How to communicate about the contract

- 25.1 All notices under the Contract must be in writing and are considered effective on the Working Day of delivery as long as they're delivered before 5:00pm on a Working Day. Otherwise the notice is effective on the next Working Day. An email is effective when sent unless an error message is received.
- 25.2 Notices to the Buyer or Supplier must be sent to their address in the Order Form.
- 25.3 This clause does not apply to the service of legal proceedings or any documents in any legal action, arbitration or dispute resolution.

26. Preventing fraud, bribery and corruption

- 26.1 The Supplier shall not:
- (a) commit any criminal offence referred to in the Regulations 57(1) and 57(2);
 - (b) offer, give, or agree to give anything, to any person (whether working for or engaged by the Buyer or any other public body) an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Contract or any other public function or for showing or refraining from showing favour or disfavour to any person in relation to the Contract or any other public function.
- 26.2 The Supplier shall take all reasonable steps (including creating, maintaining and enforcing adequate policies, procedures and records), in accordance with good industry practice, to prevent any matters referred to in clause 26.1 and any fraud by the Staff and the Supplier (including its shareholders, members and directors) in connection with the Contract and shall notify the Buyer immediately if it has reason to suspect that any such matters have occurred or is occurring or is likely to occur.
- 26.3 If the Supplier or the Staff engages in conduct prohibited by clause 26.1 or commits fraud in relation to the Contract or any other contract with the Crown (including the Buyer) the Buyer may:
- (a) terminate the Contract and recover from the Supplier the amount of any loss suffered by the Buyer resulting from the termination, including the cost reasonably incurred by the Buyer of making other arrangements for the supply of the Deliverables and any additional expenditure incurred by the Buyer throughout the remainder of the Contract; or

- (b) recover in full from the Supplier any other loss sustained by the Buyer in consequence of any breach of this clause.

27. Equality, diversity and human rights

- 27.1 The Supplier must follow all applicable equality Law when they perform their obligations under the Contract, including:
 - (a) protections against discrimination on the grounds of race, sex, gender reassignment, religion or belief, disability, sexual orientation, pregnancy, maternity, age or otherwise;
 - (b) any other requirements and instructions which the Buyer reasonably imposes related to equality Law.
- 27.2 The Supplier must take all necessary steps, and inform the Buyer of the steps taken, to prevent anything that is considered to be unlawful discrimination by any court or tribunal, or the Equality and Human Rights Commission (or any successor organisation) when working on the Contract.

28. Health and safety

- 28.1 The Supplier must perform its obligations meeting the requirements of:
 - (a) all applicable Law regarding health and safety;
 - (b) the Buyer's current health and safety policy while at the Buyer's premises, as provided to the Supplier.
- 28.2 The Supplier and the Buyer must as soon as possible notify the other of any health and safety incidents or material hazards they're aware of at the Buyer premises that relate to the performance of the Contract.

29. Environment

- 29.1 When working on Site the Supplier must perform its obligations under the Buyer's current Environmental Policy, which the Buyer must provide.
- 29.2 The Supplier must ensure that Supplier Staff are aware of the Buyer's Environmental Policy.

30. Tax

- 30.1 The Supplier must not breach any tax or social security obligations and must enter into a binding agreement to pay any late contributions due, including where applicable, any interest or any fines. The Buyer cannot terminate the Contract where the Supplier has not paid a minor tax or social security contribution.
- 30.2 Where the Supplier or any Supplier Staff are liable to be taxed or to pay National Insurance contributions in the UK relating to payment received under the Contract, the Supplier must both:
 - (a) comply with the Income Tax (Earnings and Pensions) Act 2003 and all other statutes and regulations relating to income tax, the Social Security Contributions and Benefits Act 1992 (including IR35) and National Insurance contributions;

- (b) indemnify the Buyer against any Income Tax, National Insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made during or after the Contract Period in connection with the provision of the Deliverables by the Supplier or any of the Supplier Staff.

30.3 If any of the Supplier Staff are Workers who receive payment relating to the Deliverables, then the Supplier must ensure that its contract with the Worker contains the following requirements:

- (a) the Buyer may, at any time during the term of the Contract, request that the Worker provides information which demonstrates they comply with clause 30.2, or why those requirements do not apply, the Buyer can specify the information the Worker must provide and the deadline for responding;
- (b) the Worker's contract may be terminated at the Buyer's request if the Worker fails to provide the information requested by the Buyer within the time specified by the Buyer;
- (c) the Worker's contract may be terminated at the Buyer's request if the Worker provides information which the Buyer considers isn't good enough to demonstrate how it complies with clause 30.2 or confirms that the Worker is not complying with those requirements;
- (d) the Buyer may supply any information they receive from the Worker to HMRC for revenue collection and management.

31. Conflict of interest

- 31.1 The Supplier must take action to ensure that neither the Supplier nor the Supplier Staff are placed in the position of an actual or potential conflict between the financial or personal duties of the Supplier or the Supplier Staff and the duties owed to the Buyer under the Contract, in the reasonable opinion of the Buyer.
- 31.2 The Supplier must promptly notify and provide details to the Buyer if a conflict of interest happens or is expected to happen.
- 31.3 The Buyer can terminate its Contract immediately by giving notice in writing to the Supplier or take any steps it thinks are necessary where there is or may be an actual or potential conflict of interest.

32. Reporting a breach of the contract

- 32.1 As soon as it is aware of it the Supplier and Supplier Staff must report to the Buyer any actual or suspected breach of law, clause 13.1, or clauses 26 to 31.
- 32.2 The Supplier must not retaliate against any of the Supplier Staff who in good faith reports a breach listed in clause 32.1.

33. Resolving disputes

- 33.1 If there is a dispute between the Parties, their senior representatives who have authority to settle the dispute will, within 28 days of a written request from the other Party, meet in good faith to resolve the dispute.

- 33.2 If the dispute is not resolved at that meeting, the Parties can attempt to settle it by mediation using the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure current at the time of the dispute. If the Parties cannot agree on a mediator, the mediator will be nominated by CEDR. If either Party does not wish to use, or continue to use mediation, or mediation does not resolve the dispute, the dispute must be resolved using clauses 33.3 to 33.5.
- 33.3 Unless the Buyer refers the dispute to arbitration using clause 33.4, the Parties irrevocably agree that the courts of England and Wales have the exclusive jurisdiction to:
- (a) determine the dispute;
 - (b) grant interim remedies;
 - (c) grant any other provisional or protective relief.
- 33.4 The Supplier agrees that the Buyer has the exclusive right to refer any dispute to be finally resolved by arbitration under the London Court of International Arbitration Rules current at the time of the dispute. There will be only one arbitrator. The seat or legal place of the arbitration will be London and the proceedings will be in English.
- 33.5 The Buyer has the right to refer a dispute to arbitration even if the Supplier has started or has attempted to start court proceedings under clause 33.3, unless the Buyer has agreed to the court proceedings or participated in them. Even if court proceedings have started, the Parties must do everything necessary to ensure that the court proceedings are stayed in favour of any arbitration proceedings if they are started under clause 33.4.
- 33.6 The Supplier cannot suspend the performance of the Contract during any dispute.

34. Which law applies

This Contract and any issues arising out of, or connected to it, are governed by English law.