

**I. Order Form**

<b>1. Contract Reference</b>	TRST3056	
<b>2. Buyer</b>	<b>Department for Transport</b> Great Minster House 38 Horseferry Road, Westminster, London SW1P 4DR In entering into this Contract, the Buyer is acting as part of the Crown and the Supplier shall be treated as contracting with the Crown as a whole.	
<b>3. Supplier</b>	<b>Police and Crime Commissioner for Kent</b> Kent Police College Coverdale Avenue, Maidstone, Kent, ME15 9DW	
<b>4. The Contract</b>	This Contract between the Buyer and the Supplier is for the supply of Deliverables. The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions (" <b>Conditions</b> ") and Annexes. Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.	
<b>5. Deliverables</b>	<b>Goods</b>	N/A
	<b>Services</b>	The Services are: <ul style="list-style-type: none"> <li>To be performed at the Suppliers site address.</li> <li>A) Advanced Course Refresher: Date(s) of Delivery:             <ul style="list-style-type: none"> <li>3<sup>rd</sup> June – 7<sup>th</sup> June – Advanced course refresher for 3 people</li> <li>10<sup>th</sup> June – 14<sup>th</sup> June - Advanced course refresher for 3 people</li> <li>17<sup>th</sup> June – 21<sup>st</sup> June – Advanced course refresher for 3 people</li> <li>22<sup>nd</sup> – 26<sup>th</sup> July – Advanced course refresher for 3 people</li> </ul> </li> <li>B) Advanced Course Refresher:             <ul style="list-style-type: none"> <li>1x Advanced course refresher for 3 people – date t.b.c</li> </ul> </li> <li>C) Advanced Course:             <ul style="list-style-type: none"> <li>1x Advanced course for 3 people – date t.b.c</li> </ul> </li> </ul>

<b>6. Specification</b>	N/A
<b>7. Start Date</b>	<b>3<sup>rd</sup> June 2024</b> (retrospective start date to allow for courses that have already started)
<b>8. Expiry Date</b>	<b>2<sup>nd</sup> June 2025</b>
<b>9. Extension Period</b>	N/A
<b>10. Buyer Cause</b>	Any Material 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 the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier.
<b>11. Optional Intellectual Property Rights ("IPR") Clauses</b>	N/A
<b>12. Charges</b>	<ul style="list-style-type: none"> <li>• <b>REDACTED</b></li> <li>• The total contract value is <b>£39,578.18</b>. There is NO guarantee this full amount will be spent with the supplier. The contract value shall not be exceeded without written permission from the Authority.</li> </ul>
<b>13. Payment</b>	<p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.</p> <p>All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to:</p> <p><b>REDACTED</b></p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, 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, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.</p> <p>Payments will be made to Police and Crime Commissioner for Kent, <b>REDACTED</b></p>

14. Data Protection Liability Cap	In accordance with clause <b>Error! Reference source not found.</b> of the Conditions, the Supplier’s total aggregate liability under clause <b>Error! Reference source not found.</b> of the Conditions is no more than the Data Protection Liability Cap, being £500,000.						
15. Progress Meetings and Progress Reports	N/A						
16. Buyer Authorised Representative(s)	For general liaison your contact will continue to be <b>REDACTED</b>						
17. Supplier Authorised Representative(s)	For general liaison your contact will continue to be <b>REDACTED</b>						
18. Address for notices	<b>REDACTED</b> <b>REDACTED</b>						
19. Key Staff	<table><tr><td>Key Staff Role:</td><td>Key Staff Name</td><td>Contact Details:</td></tr><tr><td colspan="3"><b>REDACTED</b></td></tr></table>	Key Staff Role:	Key Staff Name	Contact Details:	<b>REDACTED</b>		
Key Staff Role:	Key Staff Name	Contact Details:					
<b>REDACTED</b>							
20. Procedures and Policies	N/A						
21. Special Terms	N/A						
22. Incorporated Terms	<p>The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies:</p> <p>(a) The cover letter from the Buyer to the Supplier dated <b>13/06/24</b></p> <p>(b) This Order Form</p> <p>(c) Any Special Terms (see row 21 (Special Terms) in this Order Form)</p>						

The Short Form Contract

Crown Copyright 2023

Contract Ref: TRST3056

	<p>(d) Conditions</p> <p>(e) The following Annexes in equal order of precedence:</p> <p>i. <b>Error! Reference source not found.</b></p>
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Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer acting on behalf of the Crown
Name: <b>REDACTED</b>	Name: <b>REDACTED</b>
Date: 18 <sup>th</sup> June 2024	Date:21 <sup>st</sup> June 2024
Signature: <b>REDACTED</b>	Signature: <b>REDACTED</b>