



**DATE** 01.05.2024 .

**SANCTUARY HOUSING ASSOCIATION**

**-AND-**

**CONTINUOUS DATA PRINT (UK) LTD t/a CDP PRINT MANAGEMENT**

---

**CALL-OFF CONTRACT – Sanctuary Ref. SGC1723**

---

**for Lot 1**  
**Print, Mailing and Digital Communications**



**CONTENTS:**

**CONTRACT..... 3**

**CONTRACT PARTICULARS ..... 6**

**CONTRACT SIGNATURE..... 12**

**CONDITIONS OF CONTRACT..... 18**

**SCHEDULE 1 - SPECIFICATION..... 64**

**SCHEDULE 2 - PAYMENT..... 66**

**SCHEDULE 3 – METHOD STATEMENTS..... 67**

**SCHEDULE 4 – AMENDMENTS TO STANDARD CONDITIONS OF CONTRACT ..... 68**

## CONTRACT

### CONTRACT (“this Contract”)

### BETWEEN

- (1) The organisation listed as the Customer in the Contract Particulars (the “**Customer**”); and
- (2) The organisation listed as the Supplier in the Contract Particulars (the “**Supplier**”).

### INTRODUCTION

- (A) Procurement for Housing (“**PfH**”) is a contracting authority under Regulation 2 of the Public Contracts Regulations 2015 (“**PCR 2015**”) and a central purchasing body under Regulation 37 of the PCR 2015.
- (B) PfH placed the contract notice referred to in the Contract Particulars (“**the FTS Notice**”) inviting tenders for the provision of works, services and/or supplies as set out in the FTS notice to contracting authorities named in that FTS notice (“**PfH Members**”) under a framework comprised of a number of framework agreements with suppliers (“**the Framework**”).
- (C) On the basis of the Supplier’s tender submitted in response to the FTS notice, PfH awarded the Supplier a place on the Framework. The Supplier therefore entered into the framework agreement specified in the Contract Particulars (“**the Framework Agreement**”) with PfH and Inprova Limited (“**the Procurement Agent**”) under which PfH Members can call-off contracts for the Services.
- (D) Pursuant to a services concession contract PfH has granted HouseMark Ltd, a company registered in England and Wales with company number 03822761, (“**HouseMark**”) the exclusive right as concessionaire to operate and manage a purchasing consortium on behalf of PfH for the benefit of the PfH Members.
- (E) The Procurement Agent has been appointed by HouseMark as its sub-contractor to provide services in connection with the administration of the Framework Agreement on behalf of PfH for the benefit of PfH and the PfH Members (“**the Framework Services**”).
- (F) The Customer is a PfH Member (and therefore “**a Customer**” as defined in the Framework Agreement) and has called off this contract from the Framework. As such this Contract establishes a direct contractual relationship between the Customer and the Supplier under which the Supplier will provide the Services in accordance with this Contract.

**IT IS AGREED THAT:**

**1. INTERPRETATION AND INCORPORATION OF CALL-OFF CONDITIONS**

1.1 In this Contract terms defined in the Introduction have the meanings given in the Introduction. In addition, the following words and expressions have the following meanings:

<b>“Call-Off Conditions”</b>	means the terms set out in the document entitled “Call-Off Conditions” being the version of those terms published alongside the FTS Notice;
<b>“Contract Particulars”</b>	means the terms set out in the <i>Contract Particulars</i> ;
<b>“Estimated Annual Value”</b>	means the estimated monetary value of this Contract per annum;
<b>“FTS Notice”</b>	means the FTS notice referred to in the Contract Particulars being the FTS Notice for the Framework from which this Contract is being called-off; and
<b>“Services”</b>	means the Services the Supplier is to provide under this Contract, being works, services and/or supplies described in the FTS notice.

1.2 In this Call-Off Contract references to Clauses, Schedules and Paragraphs are (unless stated otherwise) references to Clauses, Schedules and Paragraphs of this Call-Off Contract.

1.3 The Schedules to this Call-Off Contract are an integral part of this Contract and are to have effect as it set out in full in the body of this Contract. References to this Contract include the Schedules to this Call-Off Contract.

1.4 The Call-Off Conditions will incorporate the amendments to them set out in Schedule 4 – Amendments to Standard Contract Conditions.

**2. PROVISION OF THE SERVICES**

Subject to Clause 3 *Order Procedure* of this Contract the Supplier will provide the Services set out in Schedule 1 *Specification* in accordance with the Method Statements set out in Schedule 3 *Method Statements* on the Call-Off Conditions completed in accordance with the Contract Particulars and in return for the Price set out in Schedule 2 *Payment*.

3. **ORDER PROCEDURE**

3.1 The Contract Particulars state whether or not Services are to be instructed through the issue of Orders.

3.2 Where the Contract Particulars provide that:

3.2.1 Services are not to be instructed through the issue of Orders, the Supplier will carry out those Services without the need for any further instruction from the Customer; or

3.2.2 Services are to be instructed through the issue of Orders, the Supplier will carry out such Services as are instructed through Orders issued by the Customer under this Contract.

4. **FORMATION OF THIS CONTRACT**

4.1 This Contract will come into effect on the date of the last signature to be added.

4.2 Where the signature blocks state that this Contract is signed and delivered as a deed it will be a deed. If the Contract is not signed and delivered as a deed by both parties it will not be a deed.

**IN WITNESS** of this both parties have signed this Contract on the dates stated next to their signatures.

CONTRACT PARTICULARS

CALL-OFF CONTRACT

The Contract is completed in accordance with the following particulars:

**Customer: SANCTUARY HOUSING ASSOCIATION** (registered number **19059R**) a co-operative and community benefit society whose registered office is at Chamber Court, Castle Street, WORCESTER, WR1 3ZQ (the “Customer”); and

**Supplier: CONTINUOUS DATA PRINT (UK) LTD t/a CDP PRINT MANAGEMENT** (company number 02696956) whose registered office is at 74 – 82 Rose Lane, Mossley Hill, Liverpool, L18 8EE (the “Supplier”)

Services the Supplier is to deliver:

Supply and delivery of a full range of print services; from total print management, digital solutions and document management and associated services such as scanning, physical and digital document storage, fulfilment, postage and distribution, including but not limited to:

- Paper products i.e. Letterheads – Leaflets – Envelopes – Brochures – Operational Forms – Business Cards – Newsletters – Corporate Stationery – Calendars – Diaries – Magazines
- Non-paper products i.e. Promotional Products: Pens, Mugs, keyrings – Presentation Products: Folders, Binders – Business Cards – Heat Sealing: Garments, Mailers
- Signs & Signage i.e. Banners – Building Wraps – Vehicle Livery – Pull-up Banners – Exhibition Stands
- Security Printing i.e. Cheques – Payroll documentation – Vouchers – Access Cards – Tickets

Services

- Electronic Document Management
- Digital Inbound Mailroom Services
- Centralised Print Room Solutions
- Digital Print
- Hybrid Mail Solutions
- Secure Document Storage
- Direct Mail Management
- Graphic Design
- Digital Communication Solutions, i.e. email, sms
- Digital Document Management

Other Services

- Software Solutions
- Advisory Services
- Audits
- Storage Solutions
- Bespoke Ordering
- Customised Training

**The FTS Notice:** the contract notice with reference number **2021/S 000-009225** dated **29 April 2021** published through the UK e-notification service.

**Date of the Framework Agreement:** **21 September 2021.**

**Clause 3: Services are to be instructed by Orders:**

- Yes

## **CONDITIONS OF CONTRACT**

The Conditions of Contract are completed in accordance with the following particulars:

### **Condition 1 Definitions:**

"Contract Year"	Each Contract Year is a period of 12 Months during the Contract Period: <ul style="list-style-type: none"> <li>• from 01 April to 31 March following</li> </ul>
"Defect Rectification Period"	Where the Services include works to be undertaken by the Supplier, the Defects Rectification Period is 14 (fourteen) calendar days
"Defects Liability Period"	Where the Services include works to be undertaken by the Supplier, the Defects Liability period is not applicable
"Delivery Date"	Where the Services include goods to be provided by the Supplier the Delivery Date is the date specified in the Order
"Delivery Location"	Where the Services include goods to be provided by the Supplier the Delivery Location is the location specified in the Order; and as communicated by Sanctuary Housing Association
"Estimated Value"	<b>£1,250,000.00 Excluding VAT</b>
"Expiry Date"	31 March 2027 with the option to extend for a further 24 (twenty-four) months, applied at discretion of customer and with mutual agreement from the supplier
"Initial Period"	The Initial Period within which the Contract may not be terminated by a break notice is the period from the Starting Date to midnight on the first anniversary of the Starting Date
"Installation Date"	Where the Services include goods to be installed by the Supplier the Installation Date is the date specified in the order

**“Installation Location”**

**Where the Services include goods to be installed by the Supplier the Installation Location** is the location specified in the order

**“Interest Rate”**

**The Interest Rate on late payments is 4%** (four per cent) above the base rate of the Bank of England from time to time

**“Order”**

**Each Order must include the following:**

- a description of the Services in the Order;
- the Price payable for the Services comprised in the Order, calculated by reference to the Payment Mechanism;
- the Starting Date for the Services (if different from the date of issue of the Order);
- the Completion Deadline for the Services in the Order;
- the Account Card number where Account Cards are being used by the Customer;
- the Customers purchase order number;
- the Customers job number;
- the delivery location

**“Review Date”**

**The date on which the Review is to be effective is:**

- **the start of the contract term and as mutually agreed during the contract period**

**“Starting Date”**

**01 April 2024**

**Condition 2.1: Purchases may be made via Account Cards:**

- No

**Condition 2.2: Any member of the Customer’s Group is entitled to receive Services or place Orders under the Contract:**

- Yes

**Condition 3.1: Liaison with Residents to obtain access to their Properties to provide the Services is to be the responsibility of:**

- Not applicable

**Condition 3.2.8: The Customer’s policies the Supplier must follow in delivering the Services are:**

- Sustainability Policy 22-23, Decarbonisation & Net Zero Strategy 23-26

**Condition 3.8: The Supplier is to deliver the following minimum requirements each Contract Year in accordance with this Condition:**

- Not applicable



**Conditions 3.9.6: Apprenticeships must be:**

- Not applicable

**Conditions 3.11.1: The duration of Work Placements is to be**

- Not applicable

**Conditions 3.13: The Supplier must notify the following agencies of vacancies relating to the Contract in accordance with this Condition:**

- *“None”*

**Conditions 3.14: The Supplier will provide the Customer a statement in accordance with this Condition:**

- Not applicable

**Condition 4.1: Delivery: The Services include the delivery of goods to the Customer:**

- Yes

**Conditions 4.3: Installation: The Services include the installation of goods by the Supplier:**

- Yes

**Conditions 5.1 to 5.4 inclusive: Acceptance Tests:**

- Does not apply

**Conditions 5.6: The period after the Supplier has notified completion of the Services within which the Customer can post-inspect them is:**

- 14 Days

**Condition 6.3: Monitoring of the supplier's performance through KPIs:**

- Applies

**Condition 7.2: Service Credits may be deducted from the Price:**

- No

**Condition 7.9: The Prices are to be adjusted for Review on the Review Date:**

- No

**Condition 12.4: The subject-matter, nature and purpose and the duration of Processing and the types of Personal Data and categories of Data Subject in relation to which Personal Data may be Processed under this Contract are set out in the table below:**

	Personal Data of which the Customer is Data Controller	Personal Data of which the Supplier is Data Controller
<b>Data Processor:</b>	Supplier	Customer
<b>Categories of Data Subject:</b>	Residents and the Customer's Staff	The Supplier's Staff, Apprentices, Trainees and persons undertaking Training Programmes and Work Placements.

<b>Subject matter of Processing (including types of Personal Data that may be Processed):</b>	Personal Data concerning: <ul style="list-style-type: none"> <li>Residents including names, addresses and contact details, Property access requirements or special requirements due to vulnerabilities; and</li> <li>contact details of Customer's Staff.</li> </ul>	Personal Data concerning: <ul style="list-style-type: none"> <li>contact details of Supplier's Staff; and</li> <li>the names, address and postcodes, age and ethnic background of Apprentices, Trainees and persons undertaking Training Programmes and Work Placements.</li> </ul>
<b>Nature and purpose of Processing:</b>	Processing: <ul style="list-style-type: none"> <li>Residents' Personal Data for the purposes of carrying out the Services, including arranging appointments and access, ensuring the safety of both Residents and the Supplier's Staff carrying out the Services, monitoring Resident satisfaction and correcting any Personal Data found to be incorrect whilst carrying out the Services; and</li> <li>Customer's Staffs' contact details to enable the Parties to carry out their obligations under this Contract.</li> </ul>	Disclosure of Personal Data concerning Supplier's Staff: <ul style="list-style-type: none"> <li>to identify which Staff are undertaking the Services and monitor and manage their performance of this Contract; and</li> <li>to enable the Parties to carry out their obligations under this Contract.</li> </ul> Disclosure of Personal Data concerning Apprentices, Trainees and persons undertaking Training Programmes and Work Placements to enable the monitoring of training opportunities provided by the Contract.
<b>Duration of Processing:</b>	During the Contract Period and for the period which the Supplier is required to maintain a record of any of this documentation under clause 10.4. Following which it is to be returned or destroyed.	During the Contract Period.

**Condition 13.8: Terrorism Prevention:**

- Does not apply

**Condition 14.5: The Supplier bears the risk that TUPE will apply on termination and indemnifies the Customer against this risk:**

- Does not apply

**Condition 14.7 to 14.10: The Customer takes the risk that that TUPE will apply on termination and the Supplier provides TUPE information:**

- Does not apply

**Condition 15.1: The Customer is:**

- a registered provider

**Condition 16.3: Each Party's Liabilities under the Contract are limited in accordance with Condition 16.3 to the following extent:**

- to the minimum required Insurances level for public liability insurance

**Condition 17.1: The Insurances required to be maintained by the Supplier are:**

- Public liability cover - £10 million per annum for any one event or series of claims arising from the same event
- Professional indemnity cover - £5 million for the duration of the Contract with run-off cover for 6 years thereafter
- Employer's liability and motor insurance - as required by Law; and
- Product liability cover – £ 5 million per annum for any one event or series of claims arising from the same event for the duration of the Contract and run off cover for 3 years thereafter.

**Condition 20.3: The period of notice for the Customer to end the Contract (after the end of the Initial Period) on a "no fault" basis is:**

- Not applicable

**Condition 20.4: The period of notice for the Supplier to end the Contract (after the end of the Initial Period) on a "no fault" basis is:**

- Not applicable

**Condition 25.3: The Customer is:**

- *not an ALMO*

**Condition 27.3: The Parties' nominated representatives and their email addresses are:**

- for the Customer; **Laura McColvin**, email address: [laura.mccolvin@sanctuary.co.uk](mailto:laura.mccolvin@sanctuary.co.uk)
- for the Supplier; **Paul Bracken**, email address: [paulb@cdp.co.uk](mailto:paulb@cdp.co.uk)

**Condition 29.2: Where this Contract is a construction contract under the Construction Act the body responsible for the appointment of the Adjudicator if not agreed is:**

- Does not apply

**Condition 30.1: The governing Law for this Contract is the law of:**

- England

**CONTRACT SIGNATURE****Signed** for and on behalf of **SANCTUARY HOUSING ASSOCIATION:**

Contact Name of Authorised Signatory	Nicole Seymour
Role in organisation	Company Secretary
Signature (electronic is acceptable)	DocuSigned by: <i>Nicole Seymour</i> 05803E631D83476...
Date	30.04.2024

Contact Name of Authorised Signatory	Edward Lunt
Role in organisation	CFO
Signature (electronic is acceptable)	DocuSigned by: <i>Edward Lunt</i> BB4D3EA748F745D...
Date	01.05.2024

**Signed** for and on behalf of **CONTINUOUS DATA PRINT (UK) LTD T/A CDP PRINT MANAGEMENT:**

Contact Name of Authorised Signatory	Paul Bracken
Role in organisation	Director
Signature (electronic is acceptable)	DocuSigned by: <i>Paul Bracken</i> B9BC2080932E464...
Date	30.04.2024

CONDITIONS OF CONTRACT

	INDEX	
1	INTERPRETATION .....	14
2	SUPPLIER’S OBLIGATIONS.....	15
3	SUPPLIER’S STAFF .....	18
4	DELIVERY AND RISK .....	21
5	ACCEPTANCE, COMPLETION AND DEFECTS .....	22
6	MONITORING, KPIS, OPENING UP AND COMPLAINTS .....	23
7	PAYMENT.....	24
8	SUBCONTRACTING, ASSIGNMENT AND PAYMENTS TO SUBCONTRACTORS .....	25
9	INTELLECTUAL PROPERTY AND IT SYSTEM .....	27
10	CONFIDENTIALITY AND SECURITY OF INFORMATION .....	27
11	PUBLICITY.....	29
12	DATA PROTECTION .....	29
13	EQUALITY AND DIVERSITY .....	32
14	TUPE .....	32
15	EXTENT OF OBLIGATIONS AND FURTHER ASSURANCE .....	35
16	INDEMNITY AND LIABILITY .....	35
17	INSURANCE.....	35
18	FORCE MAJEURE.....	36
19	CORRUPTION, BRIBERY AND CONFLICTS.....	37
20	TERMINATION .....	37
21	CONSEQUENCES OF TERMINATION .....	40
22	WAIVER AND SEVERABILITY .....	41
23	VARIATIONS.....	41
24	ENTIRE AGREEMENT.....	42
25	THIRD PARTIES.....	42
26	NO PARTNERSHIP OR AGENCY .....	42
27	NOTICES.....	43
28	INFORMAL DISPUTE RESOLUTION.....	43
29	ADJUDICATION .....	44
30	GOVERNING LAW AND ENFORCEMENT .....	44
31	COUNTERPARTS.....	44

**CALL-OFF CONDITIONS****1 INTERPRETATION**

1.1 In the Contract the following words and expressions have the following meanings:

<b>“Acceptance Certificate”</b>	means the certificate to be signed by the Customer under Condition 5.3 <i>Acceptance, Completion and Defects</i> ;
<b>“Acceptance Date”</b>	means the date on which the Services pass the Acceptance Tests (where applicable);
<b>“Acceptance Tests”</b>	means the tests of the Services set out in the Specification and carried out by or on behalf of the Customer in accordance with Condition 5 <i>Acceptance, Completion and Defects</i> ;
<b>“Account Card”</b>	means a card issued by PfH or the Supplier to an employee or agent of the Customer that evidences that person’s right to make purchases (with an Order) under this Contract;
<b>“Account Card Terms”</b>	means the terms applying to the use of Account Cards set out on the Procurement Agent’s website or where the card is issued by the Supplier as provided by the Supplier at the time of each purchase that is evidenced by an Account Card (which are based on, and do not include any substantial modifications from those applying when the Framework Agreement was tendered);
<b>“Agreed”</b>	means agreed in writing by both Parties and “agree” will be construed accordingly;
<b>“Apprentice”</b>	means a person registered as an apprentice with an industry recognised body;
<b>“Call-Off Conditions”</b>	means these terms and conditions of contract (which are incorporated in the Contract);
<b>“CDM Regulations”</b>	means the Construction (Design and Management) Regulations 2015;
<b>“CIS”</b>	means the Construction Industry Scheme administered by HM Revenue and Customs;

<b>“Completion Date”</b>	means the date when the Services, or the Services comprised in an Order (as applicable) are accepted by the Customer as having been completed in accordance with this Contract;
<b>“Completion Deadline”</b>	means the date under the Specification or set out in an Order as the date by which the Services, or the Services comprised in that Order, must be completed in accordance with this Contract (as varied under Condition 2.14 <i>Supplier’s obligations</i> where applicable);
<b>“Confidential Information”</b>	means any information communicated by either Party to the other on the basis that it is confidential;
<b>“Construction Act”</b>	means the Housing Grants, Construction and Regeneration Act 1996 as amended by the Local Democracy, Economic Development and Construction Act 2009;
<b>“Construction Phase Plan”</b>	means any construction phase plan (as defined in the CDM Regulations) prepared for any Services to which the CDM Regulations apply and setting out the health and safety arrangements and site rules applicable to those Services;
<b>“Contract”</b>	means the contract the terms of which are set out in the Call-Off Contract document and into which these Call-Off Conditions are incorporated;
<b>“Contract Particulars”</b>	means the details of this Contract set out at Schedule 1 <i>Contract Particulars</i> to the Call-Off Contract;
<b>“Contract Period”</b>	means the period set out in Condition 1.6 during which Orders may be issued and/or the Services are to be supplied;
<b>“Contract Year”</b>	means the period set out in the Contract Particulars as a contract year;
<b>“Customer’s Staff”</b>	means all persons employed or used by the Customer under this Contract;
<b>“Data Controller”</b>	has the meaning given under Data Protection Law;

<b>“Data Processor”</b>	has the meaning given under Data Protection Law;
<b>“Data Protection Law”</b>	all Law relating to privacy and the processing of personal data, including all applicable guidance and codes of practice issued by the Information Commissioner’s Office or any replacement EU or UK data protection or related privacy Law in force in England and Wales;
<b>“Data Subject”</b>	has the meaning given under Data Protection Law;
<b>“Data Subject Access Request”</b>	a request by a Data Subject under Data Protection Law to access their Personal Data;
<b>“DBS Check”</b>	means a check with the Disclosure and Barring Service (or any statutory successor) of the most extensive kind available (if any) in relation to any (actual or prospective) member of the Supplier’s Staff having regard to the Services they are to undertake including any update to that check (at a frequency in line with Good Industry Practice);
<b>“Defect”</b>	means any Services not complying with the requirements for those Services as set out in the Specification;
<b>“Defect Rectification Period”</b>	means the period stated in the Contract Particulars within which a Defect must be rectified;
<b>“Defects Liability Period”</b>	means the period stated in the Contract Particulars within which the Supplier must rectify any Defects arising in the Services irrespective of whether there is any fault or breach of contract by the Supplier;
<b>“Delivery Date”</b>	means, where the Services include the supply of goods, the date specified in the Contract Particulars for delivery of those goods in accordance with Condition 4 <i>Delivery and Risk</i> ;
<b>“Delivery Location”</b>	means, where the Services include the supply of goods, the address in the Contract Particulars for their delivery;



<b>“Delivery Note</b>	means a Delivery Note provided by the Supplier accompanying the delivery of goods and Services to the Customer showing the Order number (if any), the type and quantity of the goods (including the code number of the goods, where applicable), any special storage instructions, as statement detailing how to return any packaging materials to the Supplier (where applicable), and, if the Specification allows for delivery by instalments, the remainder of the goods still to be delivered;
<b>“Dispute”</b>	means either a dispute concerning this Contract or an allegation by a Party that the other has committed a breach of this Contract;
<b>“Dispute Resolution Procedure”</b>	means the procedure set out in Conditions 28 <i>Informal Dispute Resolution</i> to 30 <i>Governing Law and Enforcement</i> ;
<b>“Documents and Data”</b>	means all documents, data, information, drawings, diagrams, images, records or sound embodied in any electronic or tangible medium used or created in connection with this Contract or the Services;
<b>“EIR”</b>	means the Environmental Information Regulations 2004;
<b>“Employee Liability Information”</b>	means information reasonably requested by the Customer, including information which a transferor must notify to a transferee under Regulation 11(2) of TUPE, regarding any person employed by the Supplier or a Subcontractor who is assigned to the organised grouping of resources or employees which is or may be on or around the Termination Date the subject of a Relevant Transfer and regarding any employee within Regulation 11(4) of TUPE;
<b>“Equality and Diversity Law”</b>	means all Law preventing unlawful discrimination including unlawful discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, paternity, race, religion or belief, sex or sexual orientation or part time or temporary status or any other protected status;

<b>“Expiry Date”</b>	means the date (if any) stated in the Contract Particulars as the date on which this Contract will expire;
<b>“Extremist”</b>	means a person who is vocally or actively opposed to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs and including a person who calls for the death of members of the British armed forces whether in this country or overseas;
<b>“FOIA”</b>	means the Freedom of Information Act 2000;
<b>“Force Majeure”</b>	has the meaning given in Condition 18 <i>Force Majeure</i> ;
<b>“Framework Agreement”</b>	means the framework agreement referred to in the Contract Particulars;
<b>“Framework Services Fees”</b>	has the meaning given in the Framework Agreement, being those fees payable by the Supplier to the Procurement Agent under Schedule 6 <i>Framework Services</i> of the Framework Agreement and Condition 7.12 <i>Payment</i> of this Contract;
<b>“General Principles of Risk Prevention”</b>	means the general principles of risk prevention referred to in the CDM Regulations 2015 as set out in Schedule 1 to the Management of Health and Safety at Work Regulations 1999;
<b>“Good Industry Practice”</b>	means that degree of skill, care, prudence and workmanship which would reasonably and ordinarily be expected from a skilled and experienced Supplier carrying out the Services;
<b>“Group”</b>	means in relation to a company or a co-operative and community benefit society: <ul style="list-style-type: none"> <li>• that company or society;</li> <li>• all of its subsidiaries, holding companies or companies or societies of which it is a subsidiary; and</li> <li>• all subsidiaries of its holding company or of companies or societies of which it is a subsidiary,</li> </ul> (in each case as defined in section 1159 of

	the Companies Act 2006 or sections 100 or 101 of the Co-operatives and Community Benefit Societies Act 2014);
<b>“Health and Safety Law”</b>	means all Law related to the protection of health and safety including the protection of the environment, the prevention of disease and the avoidance of industrial accidents;
<b>“Initial Period”</b>	means the initial period of the Contract as specified in the Contract Particulars, being a period in which the Parties cannot terminate the Contract on a no-fault basis under Conditions 20.3 or 20.4 <i>Termination</i> ;
<b>“Installation Date”</b>	means the date specified for installation in the Contract Particulars in accordance with Condition 4.3 <i>Delivery and Risk</i> ;
<b>“Installation Location”</b>	means the address for installation as set out in the Contract Particulars;
<b>“Insurances”</b>	means the insurances at the minimum levels of insurances set out in the Contract Particulars that the Supplier is required to maintain under Condition 17 <i>Insurance</i> ;
<b>“Intellectual Property Rights”</b>	means all patents, copyrights and design rights (whether registered or not and all applications for any of them) and all rights of confidence in any Documents and Data (whenever and however arising) for their full term and all renewals and extensions of such rights;
<b>“Interest Rate”</b>	means the interest rate specified in the Contract Particulars;
<b>“KPI”</b>	means a key performance indicator for measurement of the Supplier’s performance under this Contract as set out in the Specification;
<b>“KPI Target”</b>	means a target for a KPI such if the Supplier fails to meet it then Service Credits may be deducted from the Price in accordance with the Payment Mechanism;
<b>“Law”</b>	means: <ul style="list-style-type: none"> <li>• any Act of Parliament;</li> </ul>

- any subordinate legislation (as defined in section 21(1) of the Interpretation Act 1978);
- any exercise of the royal prerogative;
- until the repeal of the European Communities Act 1972, any enforceable community rights (as defined in Section 2 of that Act); and
- any determinations directions or statutory guidance having the force of law;

**“Liabilities”**

means all demands, actions, claims, proceedings, liabilities, losses, judgements, costs (including legal costs), charges, taxes, duties, payments and expenses on a full indemnity basis;

**“Management Information”**

means information the Supplier must provide to the Customer free of charge and on a monthly basis relating to KPIs and KPI Targets as set out in the Specification for measurement of the Supplier’s performance under this Contract;

**“Method Statements”**

means the Supplier’s Method Statements as set out in Schedule 4 *Method Statements* to this Contract;

**“NVQ”**

means a National Vocational Qualification;

**“Order”**

means an order for Services and containing the matters listed in the Contract Particulars;

**“Parties”**

means the Parties to this Contract and their successors and permitted assignees and **“Party”** means either of them;

**“Payment Mechanism”**

means the basis on which the Price is to be calculated and paid as set out in Schedule 3 *Payment* to this Contract;

**“Person-week”**

means the equivalent of one person being employed for one normal working week providing the Services under the Contract;

**“Personal Data”**

personal data, within the meaning given by Data Protection Law, concerning Residents, Apprentices, Trainees, persons undertaking

	<p>Work Placements and Training Programmes and employees or workers of the Customer,</p> <p>Supplier and Subcontractor which is obtained or Processed in connection with the Services or this Contract;</p>
<b>“Personal Data Breach”</b>	<p>any event that results or may result in any unauthorised or unlawful access to, Processing, loss and/or destruction of Personal Data in breach of this Contract including any personal data breach (as defined under Data Protection Law);</p>
<b>“Pre-construction Information”</b>	<p>means pre-construction information (as defined in the CDM Regulations) provided to the Supplier in relation to any Services that are subject to the CDM Regulations;</p>
<b>“Price”</b>	<p>means the price(s) payable by the Customer for the Services as set out in Schedule 3 <i>Payment</i> to this Contract;</p>
<b>“Probity Policy”</b>	<p>means the Customer’s policy (whatever it is called) governing payments to third parties in which board members, former board members and employees and their close relatives have an interest;</p>
<b>“Processing”</b>	<p>has the meaning given under Data Protection Law and “Process” and “Processed” shall be construed accordingly;</p>
<b>“Procurement Agent”</b>	<p>means the person named as the procurement agent under the Framework Agreement and their successors and assignees;</p>
<b>“Prohibited Materials”</b>	<p>means goods, materials, substances or products which are generally accepted or (having regard to Good Industry Practice) are reasonably suspected of:</p> <ul style="list-style-type: none"> <li>• being harmful in themselves;</li> <li>• being harmful when used in a particular situation or in combination with other materials;</li> <li>• becoming harmful with the passage of time; or</li> <li>• being damaged by or causing damage to the structure in which they are to be affixed.</li> </ul>

Goods, materials, substances or products are to be regarded as harmful if, in the context of their use in the Services (whether alone or in combination with other materials) they:

- are prejudiced to health and safety;
- pose a threat to the structural stability or the physical integrity of any Property; or
- could materially reduce the normal life expectancy of any part of any Property;

**“Property”**

means a property owned or managed by the Customer at which any Services are to be provided;

**“Radicalisation”**

means the process by which a person comes to support terrorism and Extremist ideologies associated with terrorist groups;

**“Regulatory Requirements”**

means the requirements of the Law and of all statutory authorities in relation to the Services including the requirements of any regulatory body to which the Customer is subject;

**“Relevant Employee”**

means any employees who are or are likely to be the subject of a Relevant Transfer to the Customer or a Successor Supplier on or around the Termination Date;

**“Relevant Transfer”**

means a relevant transfer for the purposes of TUPE;

**“Request for Information”**

means a request for information made under EIR or, where it applies, FOIA;

**“Resident”**

means a tenant or occupier of a Property;

**“Review”**

means the change in Price and/or Services agreed by the Parties and Procurement Agent with effect from the Review Date specified in the Contract Particulars and as set out in the Schedule 3 Payment to this Contract;

**“Review Date”**

means the date or dates set out in the Contract Particulars on which the Review is to be effective;

**“Scheme”**

means the Scheme for Construction Contracts under the Construction Act;

<b>“Sensitive Personal Data”</b>	is “sensitive personal data” within the meaning given under Data Protection Law or Personal Data within one of the special categories of data as defined under Data Protection Law;
<b>“Service Credits”</b>	means any credit to be deducted from the Price in accordance with the Payment Mechanism;
<b>“Services”</b>	means works to be undertaken, services to be performed or supplies to be provided by the Supplier under this Contract as set out in the Contract Particulars or, where the Contract Particulars provide for work to be instructed by Orders, as set out in an Order;
<b>“Specification”</b>	means any instructions set out in an Order, the brief for the Services as set out in Schedule 2 <i>Specification</i> to this Contract and/or any reasonable instruction given to the Supplier in writing by the Customer as to the Services to be provided or how they are to be provided under this Contract;
<b>“Starting Date”</b>	means the date on which this Contract starts as set out at Schedule 1 <i>Contract Particulars</i> to this Contract;
<b>“Statutory Permissions”</b>	means those permissions, consents, approvals, licences, certificates and permits (if any) in legally effective form that are necessary from any statutory authority lawfully to commence, carry out and complete the Services in accordance with this Contract including: <ul style="list-style-type: none"> <li>• any planning permission and/or reserved matters approval; and</li> <li>• building regulations consents and/or bye-laws approvals;</li> </ul>
<b>“Subcontract”</b>	means a contract between the Supplier and a Subcontractor or between a Subcontractor and another Subcontractor at the next tier below in the supply chain (at any stage of remoteness from the Customer in the supply chain) made in connection with the Services;
<b>“Subcontractor”</b>	means a subcontractor or supplier to the

	Supplier or subcontractor or supplier such subcontractor or supplier (at any stage of remoteness from the Customer in the supply chain;
<b>“Successor Supplier”</b>	means any organisation, body or service provider including the Customer, which undertakes to provide all or part of the services equivalent to the Services under this Contract after the Termination Date;
<b>“Supplier Default”</b>	means any of the circumstances set out in Condition 20.1 <i>Termination</i> ;
<b>“Supplier’s Staff”</b>	means all persons employed or used by the Supplier and/or any Subcontractors in carrying out the Supplier’s obligations under this Contract;
<b>“Termination Date”</b>	means the date on which the Services are completed, the Expiry Date or the date on which this Contract is terminated under Condition 20 <i>Termination</i> ;
<b>“Terrorism Prevent Programme”</b>	means the “Prevent” programme as set out in the Prevent Strategy presented to Parliament by the Secretary of State for the Home Department in June 2011, being part of the UK Government’s wider counter-terrorism strategy;
<b>“Terrorism Prevention Duty”</b>	means the duty to have due regard to the need to prevent people from being drawn into terrorism under section 26 of the Counter Terrorism and Security Act 2015;
<b>“Trainee”</b>	<p>means a person who is not an Apprentice but who:</p> <ul style="list-style-type: none"> <li>• is leaving an educational establishment or a training provider;</li> <li>• is not employed but who is seeking employment that includes training towards a qualification recognised in the construction industry; or</li> <li>• otherwise has a contract of employment or is self-employed and who is undergoing work-related training as a result;</li> </ul>



<b>“Training Programme”</b>	means an accredited or non-accredited training event providing opportunities for Residents and members of the community to gain skills in for example CSCS, health and safety, skills and careers workshops;
<b>“Transferring Employee”</b>	means an employee or worker who is the subject of a Relevant Transfer on or around the Starting Date;
<b>“TUPE”</b>	means the Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended);
<b>“VAT”</b>	means value added tax payable under the Value Added Tax Act 1994 or any tax which is substituted for it;
<b>“Working Day”</b>	means any day other than a Saturday, Sunday or a bank or local government or public holiday in England; and
<b>“Work Placement”</b>	means a period of unpaid work experience as required by Condition 3.8 <i>Supplier’s Staff</i> ;

1.2 In the Contract and these Conditions:

- 1.2.1 References to Conditions are (unless stated otherwise) references to Conditions in these Call-Off Conditions;
- 1.2.2 the index, headings and references to them are not to affect its interpretation;
- 1.2.3 references to the masculine include the feminine and neuter and to the singular include the plural and vice versa;
- 1.2.4 any references to Law, will be construed as references to that Law as amended, replaced, consolidated or re-enacted and in relation to Acts of Parliament will include all regulations, determinations, directions and statutory guidance having the force of Law made or given under it;
- 1.2.5 references to “consent” or “approval” are to the prior written consent of the consenting or approving Party and any breach of the terms of any consent given is to be a breach of this Contract;
- 1.2.6 the terms “including” and “in particular” are illustrative only and are not intended to limit the meaning of the words which precede them and neither the ejusdem generis rule of construction nor any similar rule or approach will apply to the construction of this Contract;

- 1.2.7 references to “persons” include individuals, firms, partnerships, companies, industrial and provident societies, corporations, associations, organisations, governments, states, agencies, foundations, trusts, unincorporated bodies of persons and any organisations having legal capacity (in each case whether or not having separate legal personality) and their successors, permitted assignees and transferees;
- 1.2.8 references to any document are (unless specified) references to such document as amended or supplemented from time to time; and
- 1.2.9 where a Party consists of more than one person the obligations of each of them are joint and several. The other Party may release or compromise the liability of any of them without affecting that of the others.
- 1.3 The Schedules to this Contract are an integral part of this Contract and are to have effect as if set out in full in the body of this Contract. References to this Contract include the Schedules.
- 1.4 Where this Contract requires something to be done:
  - 1.4.1 it must be done in accordance with this Contract;
  - 1.4.2 if it is to be done within a period after an action is taken, the day on which that action is taken does not count in the calculation of that period; and
  - 1.4.3 if the last day of the period within which it must be done is not a Working Day, the period will be extended to include the following Working Day.
- 1.5 All obligations, duties and responsibilities of the Supplier under this Contract are separate obligations, duties and responsibilities owed to the Customer.
- 1.6 The Contract Period will commence on the Starting Date (or will be deemed to have done so). Unless this Contract is terminated earlier under Condition 20 *Termination*, where the Contract Particulars;
  - 1.6.1 specify an Expiry Date, the Contract Period will end at midnight on the Expiry Date;
  - 1.6.2 do not specify an Expiry Date, the Contract Period will end on completion of the Services.
- 1.7 These Call-Off Conditions shall be amended as regards an individual Contract as set out in the Contract Particulars for that Contract.

## 2 SUPPLIER'S OBLIGATIONS.

- 2.1 In consideration of the Price, the Supplier agrees to deliver the Services from the Starting Date or, where Services are to be instructed through Orders, from the date of each Order in accordance with that Contract. Where the Contract Particulars so provide, Account Cards may be used for individual employees and/or agents of the Customer to make purchases under this Contract. Each purchase via an Account Card must be accompanied by an Order. Where Account Cards are used in conjunction with an Order, the Account Card Terms will apply to that Order in addition to these Call-Off Conditions and those Account Card Terms shall be deemed to be included in the Call-Off Contract in relation to such purchases. If there is any discrepancy between the Call-Off Conditions and the Account Card Terms, the Account Card Terms are to prevail in relation to any purchases via an Account Card.
- 2.2 Where the Contract Particulars so provide, the Services may be provided to any member of the Group and any such member of the Group may place Orders for Services under the Contract.
- 2.3 The Customer may obtain or deliver services similar to the Services through using either its own employees or by engaging other suppliers to deliver such services. Where Services are instructed through the issue of Orders, the Customer gives no guarantee as to the volume of Orders the Customer will instruct the Supplier to do under this Contract or that it will instruct any Orders at all. The Supplier is not entitled to claim for any loss of profit, loss of business or otherwise if the volume or timing of Services under this Contract is different in amount, value or scope than anticipated.
- 2.4 The Customer may cancel an Order in respect of Services at any time before the Services comprised in that Order have been started. Where the Customer cancels such an Order, the Customer must pay the Supplier the Supplier's reasonable out-of-pocket costs for the cancelled Order.
- 2.5 The Supplier must undertake the Services:
  - 2.5.1 using reasonable skill, care and diligence;
  - 2.5.2 in accordance with all applicable Law, Regulatory Requirements and Statutory Permissions;
  - 2.5.3 in accordance with this Contract (including the Specification and the Method Statements);
  - 2.5.4 in accordance with all applicable European or British Standards;
  - 2.5.5 in accordance with Good Industry Practice;
  - 2.5.6 without the use of any Prohibited Materials;
  - 2.5.7 by any Completion Deadline set out in the Specification, in the Order or, where neither of these applies, as agreed with the Customer;
  - 2.5.8 in a manner that causes the minimum inconvenience and nuisance from obstruction, dust, noise etc; and
  - 2.5.9 within a culture and working environment in which health and safety is paramount to everybody involved with the Services.

2.6 The Supplier warrants that:

- 2.6.1 it has the competence, resources and capacity to comply with, and will comply with any Code of Practice approved by the Health and Safety Executive under the Health and Safety at Work etc Act 1974;
- 2.6.2 it will provide all information which might reasonably affect the health and safety of the Supplier's Staff involved in any Services to all those responsible for the design of any aspect of those Services;
- 2.6.3 if it is undertaking Services involving asbestos which are required to be undertaken by a licensed contractor it is itself so licensed or will employ an appropriately licensed Subcontractor for those Services;
- 2.6.4 if it is undertaking Services that comprise gas works either it is Gas Safe registered and will use only Supplier's Staff that are Gas Safe registered or will use a Subcontractor that is Gas Safe registered for those Services;
- 2.6.5 if it is undertaking Services that comprise electrical works it is a member of the NIC EIC or ECA or will use a Subcontractor that is a member of the NIC EIC or ECA for those Services; and
- 2.6.6 in relation to any Services subject to the CDM Regulations, has the skills, knowledge, experience and organisational capability to act as a contractor under the CDM Regulations for the Services in a manner that secures the health and safety of any person affected by those Services.

2.7 Where any Services include works, the Supplier must ensure that:

- 2.7.1 at all times safe systems of work are adopted and all appropriate risk assessments are available;
- 2.7.2 those Services have been planned in accordance with the General Principles of Risk Prevention and by reference to any Pre-construction Information provided to the Supplier in accordance with the CDM Regulations;
- 2.7.3 any Construction Phase Plan applicable to the Services is complied with and, if no Construction Phase Plan has been prepared, that the Supplier prepares one before starting work on site;
- 2.7.4 all appropriate safety signs are used and safety precautions are taken;
- 2.7.5 any inconveniences and disturbances that are unavoidable are discussed fully in advance with the Resident and any other persons who are likely to be affected and all necessary precautions to be taken are agreed with them in advance;
- 2.7.6 nothing is done that may injure the stability of any Property, or any other building, boundary wall, fence or railings;
- 2.7.7 no permanent damage is caused to lawns, flower beds, plants, trees or paving during the Services and any damage caused is rectified to the satisfaction of the Customer and, where applicable, the Resident;

- 2.7.8 to the extent that the Services require the Supplier to disconnect any facilities for lighting, heating, power, drinking water, sanitation, washing and cooking, the Residents have those full facilities restored to them at the end of each Working Day either through the Supplier reconnecting any facility it has disconnected or providing the Resident with appropriate alternative facilities; and
- 2.7.9 where a Property is unoccupied on completion of the Services or at the end of each Working Day, that Property is secured, all doors and windows are locked and any temporary door and window coverings are reinstated as necessary.
- 2.8 All goods provided in delivering the Services must:
  - 2.8.1 conform to the Specification;
  - 2.8.2 be of sound design, materials and workmanship;
  - 2.8.3 be free from defects and remain so for the Defects Liability Period
  - 2.8.4 be fit for purpose
  - 2.8.5 be new (unless the Specification states otherwise);
  - 2.8.6 be supplied to the Customer with all relevant operating manuals and other documentation necessary for the satisfactory operation of the goods or as specified in the Specification including updates to such manuals and documents where applicable; and
  - 2.8.7 comply with all Regulatory Requirements relating to their manufacture, labelling, packaging, storage, handling and delivery.
- 2.9 The Supplier must:
  - 2.9.1 obtain all Statutory Permissions necessary to undertake the Services.
  - 2.9.2 immediately notify the Customer in writing of any divergence the Supplier discovers between the Regulatory Requirements and its obligations under this Contract and comply with any direction of the Customer following such notification.
- 2.10 The Supplier must comply with any direction that the Customer gives in relation to the Services in order to:
  - 2.10.1 enable the Customer to comply with the Human Rights Act 1998;
  - 2.10.2 prevent a breach of Health and Safety Law; or
  - 2.10.3 secure that the Services are provided in accordance with the Contract.
- 2.11 The Supplier must notify the Customer immediately of any incident that occurs in providing the Services that causes personal injury or damage to the property of any third party.
- 2.12 The Supplier must provide such information, co-operation and assistance as the Customer reasonably requests to comply with its obligations to consult tenant associations, and Residents (including leaseholders) who pay variable service charges in relation to the Services. This assistance must be provided in sufficient time to enable the Customer to comply with those obligations.

- 2.13 The Supplier must give written notice to the Customer of any matter beyond the reasonable control of the Supplier which causes or is likely to cause a delay in the completion of the Services beyond their Completion Deadline within 20 (twenty) Working Days of that matter first occurring or becoming known to the Supplier. The Supplier must provide such further information as the Customer reasonably requires in order to assess the effect of that matter on the Completion Deadline.
- 2.14 Subject to the Supplier giving notice to the Customer in accordance with Condition 2.13, the Customer will fix such later Completion Deadline for those Services as may be fair and reasonable.

### **3 SUPPLIER'S STAFF**

- 3.1 Subject to the consent of the Resident, the Customer licenses the Supplier and the Supplier's Staff to go into the Properties in order to deliver the Services as set out in this Contract. Except where the Contract Particulars state that the Customer is to be responsible for resident liaison, the Supplier will be responsible for all liaison with the Residents of any occupied Property to which Services are to be undertaken. The Supplier must notify the Customer if the Supplier is unable to gain access to a Property after having made reasonable attempts to do so.
- 3.2 The Supplier must ensure all the Supplier's Staff providing the Services:
- 3.2.1 have (or are in the course of obtaining) the necessary skills, knowledge, training and experience to carry out the tasks allocated to them in relation to the Services in a manner that secures the health and safety of any person working at or present at the Property whilst the Services are being undertaken;
  - 3.2.2 are provided with appropriate supervision, instructions and information including in relation to health and safety, so that the Services can be carried out, so far as reasonably practicable, without risks to health and safety;
  - 3.2.3 have, to the extent that the Supplier is lawfully able to undertake one, been the subject of a DBS Check of the most extensive kind available for that member of Supplier Staff in light of the Services they will undertake under this Contract which discloses that there are no concerns in relation to their working alongside children or vulnerable adults;
  - 3.2.4 are given suitable induction training including information on the procedures to be followed in the event of a serious and imminent danger to health and safety, information on health and safety risks that have been identified in relation to the Services and information necessary for them to be able to comply with Health and Safety Law;
  - 3.2.5 act in the best interests of the Customer;
  - 3.2.6 comply with all applicable Health and Safety Law;
  - 3.2.7 comply with Equality and Diversity Law;
  - 3.2.8 comply with the Customer's applicable policies as set out in the Contract Particulars;
  - 3.2.9 comply with any reasonable direction given by the Customer in accordance with this Contract;

- 3.2.10 are properly and presentably dressed;
  - 3.2.11 use appropriate personal protective equipment;
  - 3.2.12 maintain the highest standards of hygiene and courtesy; and
  - 3.2.13 carry out the Services in as orderly and quiet a manner as is reasonable and practicable having regard to the nature of the duties being performed by them.
- 3.3 The Supplier must not employ any person who is or has in the 12 months immediately preceding the date of the Contract been a shareholder or company member (as applicable), board member or elected member (as applicable) or employee of the Customer or is a close relative of any such person without the written consent of the Customer to the extent that this is prohibited by the Customer's Probity Policy or the Law.
- 3.4 The Customer may require the Supplier to remove any member of the Supplier's Staff from the Properties if the Customer is not satisfied in any way with that Supplier's Staff member's clothing, conduct, manner, workmanship, professionalism, ability, safety procedures and observance or DBS Check (when available).
- 3.5 The Supplier must appoint a senior employee who is empowered to act on behalf of the Supplier and act as the Customer's primary point of contact in relation to the Contract.
- 3.6 The Supplier must ensure that the person appointed under Condition 3.5 or a nominated deputy whose name and contact details have been notified to the Customer in writing is contactable by the Customer at all times 24 hours a day throughout the duration of this Contract.
- 3.7 The Supplier warrants that neither the Supplier nor any of its officers or the Supplier's Staff:
- 3.7.1 have been convicted of any offence involving slavery or human trafficking; or
  - 3.7.2 have, to the best of the Supplier's knowledge, been the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of, or in connection with, slavery or human trafficking.
- 3.8 The Supplier must deliver (either itself or through its Subcontractors) each Contract Year, a minimum of the requirements for Training Programmes, Work Placements, Apprentices and Trainees set out in the Contract Particulars.
- 3.9 In relation to Apprentices:
- 3.9.1 the Supplier must ensure that all Apprentices and Trainees are paid at least the appropriate minimum wage as required by Law and have terms and conditions of employment that are equivalent to those provided to the Supplier's Staff that have equivalent skills and experience;
  - 3.9.2 the Supplier must prepare a full training framework for each Apprentice which is to include functional skills, NVQ and literacy and numeracy qualifications;
  - 3.9.3 each Apprentice must (subject to their not leaving) be employed for at least 2 (two) years by the Supplier or a Subcontractor;
  - 3.9.4 the Supplier must ensure that each Apprentice is offered the opportunity to achieve a minimum qualification of NVQ level 2;

- 3.9.5 the Supplier must ensure that Apprentices, where recruited, are recruited and supported through Shared Apprenticeship Schemes and are placed with a number of providers for the period of their training. Time with the Supplier can count towards the number of Person-weeks training required under Condition 3.8 (if any); and
- 3.9.6 the Supplier must ensure that all Apprentices' apprenticeships are planned for completion and/or sustained as set out in the Contract Particulars.
- 3.10 In relation to Trainees:
  - 3.10.1 the Supplier must recruit Trainees in accordance with a process approved by the Customer; and
  - 3.10.2 the Supplier must ensure that Trainees undertake a recognised training course in their discipline approved by the Customer.
- 3.11 In relation to Work Placements:
  - 3.11.1 all Work Placement opportunities are to be created in line with the Customer's Work Placement and Volunteering Policy and Procedures where provided to the Supplier by the Customer and are to be of the duration specified in the Contract Particulars; and
  - 3.11.2 all Work Placements are to be unpaid, but the Supplier must reimburse all travel and subsistence (including lunch) costs.
- 3.12 Training Programmes required under Condition 3.8 can be accredited or non-accredited but must provide opportunities for Trainees to gain skills.
- 3.13 The Supplier must notify every vacancy in relation to the Contract, including those with Subcontractors, to the Customer and to the agencies set out in the Contract Particulars.
- 3.14 Within the period set out in the Contract Particulars, the Supplier must provide the Customer with a written statement setting out both for that period and cumulatively for the Contract up to the end of that period each of the following where provision of each is a requirement under Condition 3.8:
  - 3.14.1 the number of Person-weeks of employment provided to each Apprentice and the dates of those Person-weeks;
  - 3.14.2 the number of Person-weeks of employment provided to each Trainees and the dates of those Person-weeks;
  - 3.14.3 the number of Person-weeks made available as Work Placements and the dates of those Person-weeks;
  - 3.14.4 the number of Training Programmes made available and the dates of those Training Programmes;
  - 3.14.5 for the Supplier and each Subcontractor:
    - a. the number of personnel starting on site during that period and cumulatively for the Contract up to the end of that period;
    - b. the number of vacancies notified to the Customer and each of the agencies named under Condition 3.13; and



- c. the number of candidates referred by the Customer or those agencies that were recruited into those vacancies; and
- 3.14.6 subject to complying with Data Protection Law in relation to the disclosure of Personal Data, provide the Customer with detailed information on individuals who have taken up the opportunities required to be created under Condition 3.8 and their achievements including:
  - a. name;
  - b. address and postcode;
  - c. age; and
  - d. ethnic background.
- 3.15 The Supplier must take reasonable steps to encourage applications from individuals from groups that are under-represented in the Supplier's workforce in relation to employment opportunities relating to the Services.

#### **4 DELIVERY AND RISK**

- 4.1 Where the Contract Particulars state that the Services include the delivery of goods to the Customer, the Supplier must deliver the Services to the Delivery Location on the relevant Delivery Date in accordance with the Specification. The Supplier will not be liable for any failure to deliver those goods to the extent that this is due to the Customer's failure to specify the Delivery Location.
- 4.2 When the Services involve the delivery of goods to the Customer, the Supplier must ensure that:
  - 4.2.1 each delivery is accompanied by a Delivery Note showing the Order number (if any), the type and quantity of the goods (including the code number of the goods, where applicable), any special storage instructions and, if Specification allows for delivery by instalments, the remainder of the goods still to be delivered; and
  - 4.2.2 if the Supplier requires the Customer to return any packaging materials to the Supplier, that fact must be clearly stated on the Delivery Note. The Customer will make any such packaging materials available for collection at such times as the Supplier reasonably requests. Returns of packaging materials will be at the Supplier's expense.
- 4.3 Where the Contract Particulars state that the Services include the installation of goods, the Supplier must install the goods at the Installation Location on the relevant Installation Date in accordance with the Specification. The Supplier is not to be liable for any failure to install goods forming part of the Services to the extent that this is due to the Customer's failure to give the Supplier adequate access to the Installation Location.
- 4.4 The Customer relies on the skill and judgement of the Supplier in installation undertaken in accordance with Condition 4.3.
- 4.5 Where the Services include the supply of goods:
  - 4.5.1 risk in such goods will pass to the Customer on the Completion Date for those goods; but

- 4.5.2 title to such goods will only pass to the Customer once the Supplier receives payment in full (in cleared funds) for them or the Supplier transfer title under Condition 4.8.
- 4.6 Until title has passed to the Customer in accordance with Condition 4.5, the Customer must:
  - 4.6.1 store the relevant goods separately from all other goods held by the Customer so that they remain readily identifiable as the Supplier's property;
  - 4.6.2 not remove, deface or obscure any identifying mark or packaging on or relating to the goods;
  - 4.6.3 maintain the goods in satisfactory condition and keep them insured against all risks for their full price from the date of delivery; and
  - 4.6.4 give the Supplier such information relating to the goods as the Supplier may require from time to time.
- 4.7 The Supplier may recover goods it has delivered to the Customer in accordance with this Condition 4 in which title has not passed to the Customer. The Customer licenses the Supplier, its employees and agents, to enter any premises of the Customer (including with vehicles) but subject to the consent of any Resident in occupation of those premises, in order to satisfy itself that the Customer is complying with its obligations in this Condition 4, or to recover any goods in which title has not passed to the Customer.
- 4.8 The Supplier may at any time after delivery elect to transfer title in the goods to the Customer.

## **5 ACCEPTANCE, COMPLETION AND DEFECTS**

- 5.1 Where the Contract Particulars state that Acceptance Tests apply, Acceptance Tests will be carried out by the Customer in accordance with the Specification. The Customer must give the Supplier at least 24 hours' notice of the start of each Acceptance Test and permit the Supplier to observe the test.
- 5.2 If the Services fail to pass the Acceptance Tests, the Customer may, by written notice to the Supplier (at the Customer's sole discretion):
  - 5.2.1 (without prejudice to the Customer's other rights and remedies) set a new date for repeating the Acceptance Tests on the same basis. If the Services fail such further Acceptance Tests then the Customer may request a further repeat of the Acceptance Test under this Condition 5.2.1 or proceed under Condition 5.2.2 or Condition 5.2.3;
  - 5.2.2 accept the Services (or part of them) subject to such change of any acceptance criteria set out in the Specification and such reduction in the Price as, after taking into account all the relevant circumstances, is reasonable; or
  - 5.2.3 if the Supplier is unable to correct the deficiencies to the Customer's satisfaction within a period of 2 (two) months from the date of the relevant Acceptance Test, reject the relevant Services as not conforming to this Contract and terminate this Contract for Supplier Default under Condition 20.1 *Termination*.
- 5.3 Where Acceptance Tests apply, the Acceptance Date will be the date of the signing by the Customer of an Acceptance Certificate for the Services or a phase or part of them confirming that they have passed the Acceptance Tests.

- 5.4 If, before or on the Acceptance Date, the Customer notifies any Defects in the Services or the phase or part of them being accepted which on the Acceptance Date have not had permanent correction or resolution (not a workaround) (but despite this the Customer is still prepared to issue an Acceptance Certificate), the Supplier must as a condition of acceptance resolve such Defects within such period as the Customer reasonably requires.
- 5.5 The Supplier must notify the Customer in writing when the Supplier considers that the Services or the Services in each Order (as applicable) have been completed and/or supplied in accordance with this Contract.
- 5.6 If the Customer wishes to post-inspect the Services the Customer must do so within the deadline specified in the Contract Particulars.
- 5.7 The Completion Date will be the date 5 (five) Working Days from the later of:
- 5.7.1 the date specified under Condition 5.6;
  - 5.7.2 where the Customer carries out an inspection before the deadline under Condition 5.6, the date on which the Customer notifies the Supplier that the Customer is satisfied that the Services (or the Services comprised in an Order) are complete (other than for minor Defects that the Customer considers will not impact on the beneficial use of and acceptance of the Property to which the Services are undertaken); and
  - 5.7.3 the date on which the Customer notifies the Supplier that the Customer is satisfied that any Defects notified to the Supplier following any inspection carried out before the date specified in Condition 5.6 have been rectified to the Customer's satisfaction (other than any minor Defects as referred to in Condition 5.7.2).
- 5.8 Any Disputes over whether or not the Services or the Services comprised in an Order, are complete or over the Completion Date are to be dealt with under the Dispute Resolution Procedure. Any Completion Date agreed or determined under the Dispute Resolution Procedure will override any Completion Date determined under Condition 5.7.
- 5.9 The Supplier must rectify all Defects notified to the Supplier by the Customer during the Defects Liability Period within their Defect Rectification Period, such rectification is to be to the reasonable satisfaction of and at no cost to the Customer.

## **6 MONITORING, KPIS, OPENING UP AND COMPLAINTS**

- 6.1 The Customer may monitor the performance of the Services and any activities undertaken by the Supplier in connection with this Contract. The Supplier must grant access to the Customer to any premises from which the Contract is undertaken or administered. The Customer may "shadow" the Supplier at any time and for any Services. This may entail a surprise visit by the Customer to accompany the Supplier's Staff to any Property, or meet them at a Property, to watch the Services being undertaken. The Customer may undertake an audit of the Supplier's procedures in relation to the Contract either annually or at any time.
- 6.2 The Customer may require the opening up for inspection of any completed or part-completed Services at any time. On request from the Customer the Supplier must open up such Services and will notify the Customer when the opened-up Services are ready for inspection. If the Services are satisfactory and in accordance with this Contract, the Supplier will be paid its reasonable out-of-pocket costs for the opening up and making good. If the Services or materials are not in accordance with this Contract, all costs incurred in replacing the unsatisfactory

Services, including all costs of “opening up” and “inspection,” are to be borne by the Supplier.

- 6.3 Where the Contract Particulars specify, the Supplier’s delivery of the Services under this Contract will also be monitored through the KPIs in accordance with the Specification.
- 6.4 If the Customer is concerned about the accuracy of any KPI monitoring data the Customer may arrange for independent monitoring or verification of such data. If monitoring data obtained by the Supplier is found to have been inaccurate the Customer may recover from the Supplier the costs of the independent monitoring.
- 6.5 If there is any Dispute over the data collected to monitor the Supplier’s KPI performance or any discrepancy between the KPI data collected by the Customer and that collected by the Supplier the decision of the Customer over which data is valid is to be final and binding.
- 6.6 The Supplier must:
  - 6.6.1 deal with any complaints received in connection with the Services in a prompt, courteous and efficient manner;
  - 6.6.2 keep written records of all complaints received and of the action taken in relation to each of them;
  - 6.6.3 keep those records available for inspection by the Customer at any reasonable time;
  - 6.6.4 promptly provide all information the Customer requires in order to deal with any complaints the Customer receives in connection with the Services or the Supplier; and
  - 6.6.5 co-operate with the Customer in responding to Ombudsman enquiries in relation to the Services and reimburse the Customer any compensation recommended to be paid as a result of the Supplier’s default.

## **7 PAYMENT**

- 7.1 The Price payable for the Services (or for the Services in each Order, as applicable) will be calculated in accordance with Schedule 3 *Payment* to this Contract.
- 7.2 Where the Contract Particulars so specify, the Customer may deduct Service Credits from the Price in accordance with the Payment Mechanism.
- 7.3 Amounts payable under this Contract are subject to the addition of VAT at the applicable rate.
- 7.4 The Supplier must submit a consolidated VAT invoice to the Customer for the Services monthly in arrears within 7 (seven) calendar days of the end of each month. Each invoice must state the Price payable in respect of all Services completed (where their Completion Dates have occurred). The Supplier must include such supporting information required by the Customer to verify the accuracy of the invoice, including any relevant Order numbers. No sums will be due under this Contract in respect of any invoice unless that invoice is accompanied by such information as the Customer has specified that it requires. If an invoice is submitted late, no sums will be due in respect of that invoice until after the end of the month in which it is submitted.
- 7.5 Within 7 (seven) calendar days of the date of each invoice received by the Customer in accordance with Condition 7.4, the Customer will notify the Supplier of the amount that they consider to be due in respect of that invoice. The due date for the payment of the invoice is

- 7.5.1 21 (twenty-one) calendar days from the date of the invoice; or
- 7.5.2 If it is submitted after the deadline under Condition 7.4, 21 (twenty-one) calendar days from the seventh day of the month after that in which it was submitted.
- 7.6 The Customer may set off any money it is owed by the Supplier against any amounts due to the Supplier under this Contract subject, where the Construction Act applies to the Services, to the Customer serving a notice of intention to pay less at least 3 (three) calendar days before the final date for payment of the amount due.
- 7.7 The final date for payment of the amount due under each invoice is the date 30 (thirty) calendar days from the date of the invoice being regarded as valid and undisputed (which shall be regarded as the earlier of the date of the Customer's notification under Condition 7.5 or the date 7 (seven) days after the date of the invoice). Interest is payable on any amounts which are not paid by that date at the Interest Rate from the final date for payment to the actual date of payment (inclusive of both dates).
- 7.8 The Price is paid for the performance of all the Supplier's obligations under this Contract and no additional payment or reimbursement of expenses is to be made by the Customer other than as set out in the Order.
- 7.9 Where the Contract Particulars provide for the Prices to be adjusted by Review on the Review Date at the start of each Contract Year, monetary amounts set out in the Payment Mechanism are to be varied in line with the Review as set out in Schedule 3 Payment to this Contract as agreed by the Parties and the Procurement Agent, and the revised amounts will apply to all Orders issued after that date.
- 7.10 Where at any time the Customer is a 'contractor' under the CIS:
  - 7.10.1 any obligation of the Customer to make any payment under this Contract is subject to the CIS;
  - 7.10.2 the Supplier must provide such information as the Customer requires from time to time to verify the deduction status of the Supplier; and
  - 7.10.3 the Supplier must notify the Customer in writing if at any time its CIS status changes.
- 7.11 Where the Price includes a refundable deposit on a container or other packaging, the Supplier must collect the container or packaging from the Customer at its own cost when requested to do so by the Customer. The Supplier must also refund the deposit to the Customer within 5 (five) Working Days of the date on which the Customer authorises the Supplier to collect the container or packaging.
- 7.12 The Supplier must pay to the Procurement Agent the Framework Services Fees (as defined in the Framework Agreement) payable under Schedule 6 *Framework Services* of the Framework Agreement (including after any expiry or termination of the Framework Agreement) for the full period from the Starting Date until the Termination Date, whether or not the Termination Date of this Contract is later than the date the Framework Agreement terminates.
- 7.13 The Supplier shall not claim or seek to enforce any lien, charge or other encumbrance over any property of any nature owned by the Customer which is for the time being in the provision of the Supplier in connection with providing the Services.

## **8 SUBCONTRACTING, ASSIGNMENT AND PAYMENTS TO SUBCONTRACTORS**

- 8.1 The Supplier must not subcontract or assign any of its obligations under this Contract or assign or transfer the benefit of its rights under this Contract, or any part, share or interest in this Contract without the written consent of the Customer.
- 8.2 Where the Supplier subcontracts any of its obligations in accordance with Condition 8.1, the Supplier is to remain liable for the performance of its Subcontractors.
- 8.3 Where the Customer so requires when approving a subcontract under Condition 8.1, the Supplier must procure that its Subcontractor provides a collateral warranty satisfactory to the Customer within 10 (ten) Working Days of the date of the subcontract.
- 8.4 The Customer may assign or transfer the benefit of any or all of its rights under this Contract, or any part, share or interest in the Contract to any successor in title of the Customer with the prior written consent of the Supplier (such consent not unreasonably to be withheld or delayed). This assignment will be effective when written notice of the assignment is served on the Supplier.
- 8.5 The Customer may require the Supplier to enter into a deed of novation to transfer both the Customer's rights and obligations under this Contract to any public or local authority or to any other PfH Member which is a contracting authority. The deed of novation must be in such form as the Customer reasonably requires.
- 8.6 The Supplier assigns to the Customer the benefit of all product warranties given by Subcontractors in connection with the Services or any materials provided in connection with them.
- 8.7 Where the Supplier enters into a Subcontract, the Supplier must include in that subcontract provisions:
  - 8.7.1 requiring invoices to be considered and verified in a timely fashion;
  - 8.7.2 requiring the payment of undisputed valid and undisputed invoices within 30 (thirty) calendar days of receipt;
  - 8.7.3 providing that where there is an undue delay in considering and verifying an invoice, that invoice is to be regarded as valid and undisputed after a reasonable time has passed; and
  - 8.7.4 requiring the Subcontractor to include provisions having the same effect as this Condition 8.7 in any Subcontract (of any tier in the supply chain) relating to the Services.
- 8.8 Within 5 (five) Working Days of the Starting Date the Supplier must notify to the Customer in writing the names, contact details and (if known) details of legal representatives of each of its proposed Subcontractors. The Supplier must notify the Customer within 5 (five) Working Days of:
  - 8.8.1 any change to that information; and
  - 8.8.2 the name, contact details and (if known) details of legal representatives of any new Subcontractors.
- 8.9 The Supplier must take appropriate steps to ensure that there is no slavery or human trafficking in its supply chain and in connection with this the Supplier must:
  - 8.9.1 implement due diligence procedures for its Subcontractors;

- 8.9.2 require all Subcontractors to warrant that, neither the Subcontractor nor any of the Subcontractor's officers or employees:
- a. have been convicted of any offence involving slavery or human trafficking; or
  - b. have, to the best of the Subcontractor's knowledge, been the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of or in connection with slavery and human trafficking; and
- 8.9.3 require all Subcontractors to include provisions having the same effect as in this Condition 8.9 in all Subcontracts (at any stage of remoteness from the Customer in the supply chain) relating to the services.
- 8.10 The Supplier must take reasonable steps to promote the use of small and medium enterprises within its supply chain for delivery of the Services.
- 8.11 The Supplier shall not allow a Subcontractor to Process any Personal Data of which the Customer is Data Controller without the prior written consent of the Customer to that Subcontractor doing so. Where the Supplier wishes a Subcontractor to be able to do so the Supplier shall provide the Customer with such evidence as the Customer requires in order to be satisfied that the proposed Subcontractor is capable of complying with the Supplier's obligations under this Contract and under Data Protection Law in relation to that Personal Data.
- 8.12 Where the Customer allows a Subcontractor to Process Personal Data in accordance with clause 8.11, the Supplier shall:
- 8.12.1 include provisions substantially the same as those in clause 8.11, this clause 8.12 and clause 12 in the subcontract with that Subcontractor; and
  - 8.12.2 provide in the subcontract that the Customer may enforce such obligations directly against the Subcontractor under the Contracts (Rights of Third Parties) Act 1999.
- 8.13 The appointment of a Subcontractor shall not relieve the Supplier from any of its obligations under this Contract and the Supplier shall be liable to the Customer for the performance of the Subcontractor's obligations in relation to Personal Data under this Contract.

## **9 INTELLECTUAL PROPERTY AND IT SYSTEM**

- 9.1 Each Party grants to the other Party an irrevocable, non-exclusive, royalty free licence to copy and use in connection with the project all Documents and Data in which it has Intellectual Property Rights but this licence is not to extend to:
- 9.1.1 copying or using those Documents and Data other than in connection with the Services;
  - 9.1.2 granting any other person, the right to copy or to use those Documents and Data; or
  - 9.1.3 selling, transferring or otherwise disposing of or granting rights in those Documents and Data.
- 9.2 All Intellectual Property Rights in any Documents and Data or any other materials which are produced or developed for or in connection with the Services are to belong to the Party which developed them.



- 9.3 The Supplier warrants that all Documents and Data the Supplier makes available to the Customer in connection with this Contract are either its own original property or that the Supplier has the right to licence them to the Customer under Condition 9.1.
- 9.4 To the extent that the Supplier is required to maintain Documents and Data about Residents and/or Properties on the Supplier's ICT system, the Supplier must store such Documents and Data on its ICT system safely and separately from any data not relating to Customer or this Contract.
- 9.5 The Supplier warrants that the Supplier will:
  - 9.5.1 not introduce any virus, Trojan horse, malware, keylogger or other harmful software into the Customer's information technology system; and
  - 9.5.2 regularly check all software and transfer media used in connection with this Contract with an up-to-date virus checker.
- 9.6 The Supplier must notify the Customer promptly and, in any event, within 2 (two) Working Days if it becomes aware of any actual, potential or threatened breach of this Condition 9 or any warranty given in it and indemnify the Customer in respect of all Liabilities the Customer incurs as a result of such breach.

## **10 CONFIDENTIALITY AND SECURITY OF INFORMATION**

- 10.1 Subject to Condition 10.2 each Party will keep confidential any Confidential Information communicated to it by the other on the basis that it is confidential.
- 10.2 Condition 10.1 will not apply to:
  - 10.2.1 any disclosure of information that is reasonably required by either Party to perform its obligations under this Contract to persons performing those obligations;
  - 10.2.2 any Confidential Information which is in the public domain other than as a result of a breach of this Condition 10;
  - 10.2.3 any disclosure required by any court order or statutory, legal or parliamentary obligation of the Party making the disclosure or the rules of any government or regulatory authority having the force of Law, including the Information Commissioner or the Information Tribunal (as defined in the FOIA);
  - 10.2.4 any disclosure of Confidential Information which is already lawfully in the possession of the receiving Party, before its disclosure by the disclosing Party;
  - 10.2.5 any disclosure under the Dispute Resolution Procedure; and
  - 10.2.6 any disclosure by either Party for the purpose of the examination, certification and/or audit of that Party's accounts.
- 10.3 Where a disclosure of Confidential Information is made under Condition 10.2 (other than under Conditions 10.2.2, 10.2.3 or 10.2.4) the Party disclosing the Confidential Information will use reasonable endeavours to impose a similar duty of confidentiality on the recipient of the information as that contained in this Condition 10.
- 10.4 For a period of 12 (twelve) years after termination of the Contract the Supplier must maintain full records of:



- 10.4.1 this Contract;
  - 10.4.2 the Services provided under it;
  - 10.4.3 all payments made by the Customer; and
  - 10.4.4 any expenditure of the Supplier that the Customer has reimbursed.
- 10.5 Whenever requested by the Customer the Supplier must make any records it maintains under Condition 10.4 available for inspection and analysis by the Customer's internal or external auditors or representatives of any regulatory body to which the Customer is subject.

## **11 PUBLICITY**

- 11.1 The Supplier must not advertise, publicly announce or undertake any publicity activity that it is undertaking work for the Customer without the prior written consent of the Customer on each occasion. All press releases relating to any contract with the Customer must be approved by the Customer's Communications Team and the Customer given the opportunity to provide a quote in any press release.

## **12 DATA PROTECTION**

- 12.1 Each Party shall comply with Data Protection Law in connection with this Contract. In particular each Party shall Process Personal Data of which the other is Data Controller only in accordance with Data Protection Law and this Contract.
- 12.2 Personal Data shall be treated as Confidential Information under this Contract.
- 12.3 Depending on the factual situation and the Personal Data concerned the Customer and the Supplier may each act as either Data Controller or Data Processor in relation to Personal Data under this Contract. In particular:
- 12.3.1 the Customer is the Data Controller of Personal Data concerning Residents and the Customer's Staff; and
- 12.3.2 the Supplier is the Data Controller of Personal Data concerning the Supplier's Staff including Apprentices, Trainees and persons undertaking Training Programmes and Work Placements.
- 12.4 The subject-matter, nature and purpose and the duration of Processing and the types of Personal Data and categories of Data Subject in relation to which Personal Data may be Processed under this Contract are set out in the table in the Call-Off Contract.
- 12.5 Where either Party is the Data Processor of Personal Data of which the other Party is the Data Controller the Processing Party shall:
- 12.5.1 do so only on written instructions from the Data Controller (the first such instructions being those set out in this Contract) as revised by the Data Controller from time to time (where applicable) in accordance with clause 12.13;
- 12.5.2 promptly comply with the Data Controller's written instructions and requirements from time to time, including any requests to amend, delete or transfer Personal Data;
- 12.5.3 immediately inform the Data Controller if the Data Processor thinks that it has been given an instruction which does not comply with Data Protection Law;
- 12.5.4 take all reasonable steps to ensure the reliability and integrity of all persons (including Customer Staff and Supplier Staff) whom that Party authorises to Process the Personal Data and ensure that those persons:
- a. have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality;
- b. do not Process, publish, disclose or divulge any of the Personal Data other than in accordance with this Contract or the written instructions of the Data Controller;

and

- c. undergo adequate training in Data Protection Law, the confidentiality, security, use, care, protection and handling of Personal Data and the Data Processor's obligations under this Contract.

- 12.5.5 fully cooperate with and assist the Data Controller, by having appropriate technical and organisational measures in place, to give effect to the rights of Data Subjects and respond to requests for exercising the Data Subject's rights including Data Subject Access Requests;
  - 12.5.6 Process the Personal Data in such a manner that ensures that at all times the Data Controller complies with Data Protection Law;
  - 12.5.7 promptly forward any complaint, request (including a Data Subject Access Request), notice or other communication which relates directly or indirectly to the Personal Data or to either Party's compliance with Data Protection Law (including any request from the Information Commissioner), to the Data Controller and not respond to or otherwise deal with such communication except as instructed by the Data Controller or as required by Data Protection Law;
  - 12.5.8 keep records of any Processing of Personal Data it carries out on behalf of the Data Controller which are sufficient to demonstrate compliance by the Data Controller and the Data Processor with Data Protection Law;
  - 12.5.9 on request, provide the Data Controller promptly with all information that the Data Controller needs to show that both the Data Controller and Data Processor have complied with their data protection obligations under this Contract; and
  - 12.5.10 at the option of the Data Controller, either irretrievably delete or return all Personal Data of which the other Party is Data Controller by the date set out in the table in the Call-Off Contract (unless the Data Processor is required by Law to retain that Personal Data).
- 12.6 A Party that Processes Personal Data shall maintain appropriate technical and organisational measures to protect that Personal Data against unauthorised or unlawful Processing and against accidental loss, destruction or damage having regard to:
- 12.6.1 the state of technological development;
  - 12.6.2 the cost of implementing any measures;
  - 12.6.3 the nature, scope, context and purpose of the Processing of the Personal Data; and
  - 12.6.4 the harm that might result from any Personal Data Breach including the risk (which may be of varying likelihood and severity) for the rights and freedoms of natural persons.
- 12.7 Security measures maintained under clause 12.6 shall:
- 12.7.1 to the greatest extent possible involve pseudonymisation and encryption of Personal Data;
  - 12.7.2 ensure the ongoing confidentiality, integrity, availability and resilience of the Data Processor's technical and IT systems;

- 12.7.3 ensure that the availability of and access to Personal Data can be restored promptly following a physical or technical incident; and
- 12.7.4 include regular testing, assessing and evaluating of the effectiveness of the technical and organisational measures to ensure the security of Processing.
- 12.8 Neither Party shall transfer any Personal Data of which the other is Data Controller outside of the European Union without the prior written consent of the Data Controller. Where the Data Controller consents to such a transfer, the Data Processor shall ensure there is adequate protection, as approved by the Data Controller, for such Personal Data in accordance with Data Protection Law.
- 12.9 A Party acting as Data Processor shall notify the Data Controller immediately if it becomes aware of any Personal Data Breach (however caused). Such notification must:
  - 12.9.1 describe the nature of the breach including the categories and number of Data Subjects and records concerned;
  - 12.9.2 communicate the name and contact details of all persons from whom more information can be obtained about the breach;
  - 12.9.3 describe the likely consequences of the breach; and
  - 12.9.4 describe the measures taken by Data Processor and the measures which the Data Processor wishes the Data Controller (at the expense of the Data Processor) to take to address the breach and mitigate its possible adverse effects.
- 12.10 The Data Processor shall give the Data Controller immediate and full co-operation and assistance in relation to any such Personal Data Breach including:
  - 12.10.1 taking all reasonable steps, the Data Controller requires to assist in the containment, mitigation, remediation and investigation of such breach;
  - 12.10.2 providing assistance with notifying the Information Commissioner's Office or affected Data Subjects of any breach of Data Protection Law; and
  - 12.10.3 providing the Data Controller promptly with all relevant information in the Data Processor's possession.
- 12.11 A Party that Processes Personal Data as Data Processor shall provide reasonable assistance to the Data Controller where the Data Controller is required by Data Protection Law to carry out any privacy impact assessment or data protection impact assessment in relation to Processing Personal Data.
- 12.12 A Party that is a Data Controller may inspect and audit the other Party's facilities for Processing the Personal Data of which it is Data Controller to ensure they comply with this Contract and Data Protection Law.
- 12.13 A Party that is a Data Controller may revise their instructions to the Data Processor on the Processing of Personal Data at any time if this is necessary or desirable to comply with Data Protection Law. Such revision shall not entitle either Party to any additional payment, lead to any paid or unpaid extension of time or be treated as a variation to this Contract. The Data Controller shall use reasonable endeavours to give the Data Processor as much notice of the revision as possible, consistent with their obligation to comply with Data Protection Law and protect against any Personal Data Breach.

- 12.14 Nothing in this Contract requires either Party to disclose any information to the other Party or any third party if to do so would breach Data Protection Law. If any part of this clause 12 does not comply with Data Protection Law, the Customer and Supplier shall seek direction from the Procurement Agent as to the minimum amendments necessary to ensure compliance. The Parties agree that such amendment shall not be regarded as a variation to this Contract.
- 12.15 Where the Procurement Agent directs, the Parties shall replace this clause with any applicable Data Controller to Data Processor standard clauses forming part of an applicable certification scheme (as defined under Data Protection Law). The Parties agree that such amendment shall not be regarded as a variation to this Contract.

### **13 EQUALITY AND DIVERSITY**

- 13.1 The Supplier must adopt policies to comply with its obligations under Equality and Diversity Law.
- 13.2 The Supplier must set out its policy on equality and diversity:
- 13.2.1 in instructions to those concerned with recruitment, training and promotion;
  - 13.2.2 in documents available to the Supplier's Staff, recognised trade unions or other representative groups; and
  - 13.2.3 in recruitment advertisements or other literature.
- 13.3 The Supplier must, on request, provide the Customer with examples of the instructions and other documents, recruitment advertisements or other literature.
- 13.4 The Supplier must, as far as possible comply with all applicable guidance issued by the Equalities and Human Rights Commission and its predecessors.
- 13.5 The Supplier must comply with the Equality Act 2010 on the basis that the Supplier is providing services and exercising public functions under that Act. The Supplier must use all reasonable endeavours to assist the Customer to fulfil its duties under the Equality Act 2010 in relation to the delivery of the Services.
- 13.6 If a finding of unlawful discrimination is made against the Supplier concerning the Services by any court or employment tribunal, or an adverse finding is made in any formal investigation under any body responsible for enforcing Equality and Diversity Law the Supplier must take appropriate steps to prevent repetition of the unlawful discrimination.
- 13.7 The Supplier must, on request, provide the Customer with details of any steps taken under Condition 13.6.
- 13.8 Where the Contract Particulars specify, the Supplier:
- 13.8.1 must not engage in any Extremist activities or espouse Extremist views;
  - 13.8.2 must ensure that the Supplier's Staff:
    - a. are trained to recognise a person's vulnerability to being drawn into terrorism;
    - b. are aware of available programmes to deal with Extremist activity and Radicalisation; and
    - c. have a good understanding of the Terrorism Prevent Programme.

- 13.8.3 must not do or omit to do anything or cause anything to be done that would cause the Customer or its holding company (if any) to contravene the Terrorism Prevention Duty or incur any liability in relation to the Terrorism Prevention Duty.
- 13.9 The Customer may from time to time require the Supplier to cooperate with its nominated representative in monitoring the Supplier's workforce according to such categories as the Customer specifies in writing to the Supplier.

## **14 TUPE**

- 14.1 Where TUPE applies on the commencement of this Contract, the Supplier must indemnify the Customer and, at the Customer's request, any previous supplier of the Services against all Liability (arising before or after the Starting Date:
- 14.1.1 to any person who is or has been employed or engaged by the Supplier or any Subcontractor as a result of any act, fault or omission of the Supplier and/or any Subcontractor after the Starting Date;
  - 14.1.2 to a Transferring Employee, trade union or staff association of employee representative arising from any failure by the Supplier and/or Subcontractor to comply with any legal obligation under any of Regulations 13,14 or 15 of TUPE;
  - 14.1.3 arising from any claim that the change of identity of employer occurring under TUPE to the Supplier or the relevant Subcontractor is significant and detrimental to any Transferring Employee or to any person who would have been a Transferring Employee but for their resignation (or decision to treat their employment as terminated under Regulation 4(9) of TUPE) on or before the Starting Date as a result of the change in employer;
  - 14.1.4 arising from the Supplier's or a Subcontractor's proposed or actual change to a Transferring Employee's working conditions, terms or conditions or any measures proposed by the Supplier or the relevant Subcontractor which are to the material detriment of any Transferring Employee or any person who would have been a Transferring Employee but for their resignation (or decision to treat their employment as terminated under Regulation 4(9) of TUPE) on or before the Commencement Date or date of issue of the Order (as applicable) as a result of any such proposed changes or measures; or
  - 14.1.5 arising out of any negligent or other misrepresentation or mis-statement, made by the Supplier or any Subcontractor to the Transferring Employees or their representatives.
- 14.2 Within 3 (three) weeks of a request of the Customer, the Supplier must provide full and accurate Employee Liability Information about all personnel the Supplier and its Subcontractors employ in carrying out aspects of the Services, including all persons who are anticipated will be Returning Employees on the Termination Date.
- 14.3 The Supplier authorises the Customer to use any of the Employee Liability Information as the Customer considers necessary for the purposes of its business or for informing any Successor Supplier or tenderer for any services which are similar to those which may form part of the Services under this Contract.

- 14.4 The Supplier must indemnify the Customer and at the Customer's request any Successor Supplier against all Liabilities arising from any claim by any person as a result of the Supplier or Subcontractor failing to provide or promptly to provide the Customer with any Employee Liability Information or as a result of any material inaccuracy in or omission from the Employee Liability Information.
- 14.5 Where the Contract Particulars state that the Supplier is to bear the risk of any transfers under TUPE on or around the Termination Date, the Supplier warrants that there will be no Supplier's Staff who transfer to the Customer or any Successor Supplier under TUPE from the Supplier or any Subcontractor on or around the Termination Date. If any such Supplier's Staff do transfer, the Supplier must indemnify the Customer and at the Customer's request any Successor Supplier against all Liabilities arising from:
- 14.5.1 any costs of dismissing any such person (whether fairly or unfairly) at any time within the 3 (three) months following the Termination Date or, if later, from the date on which it was discovered they transferred to the Customer or Successor Supplier under TUPE;
  - 14.5.2 all costs of the Customer or Successor Supplier employing such person up to the point of their dismissal; and
  - 14.5.3 where the Employment Tribunal orders the reinstatement of any such person, all costs of the Customer or Successor Supplier employing them for a period of 18 (eighteen) months from the Termination Date.
- 14.6 The Customer must take and must require a Successor Supplier to take reasonable steps to mitigate any Liabilities under Condition 14.5 but the Liabilities for which the Customer or such Successor Supplier are to be indemnified under Condition 14.5 are not to be reduced for any failure to mitigate to the extent that they have taken reasonable steps to do so.
- 14.7 Where the Contract Particulars specify that the Customer is to bear the risk of any transfers under TUPE, Conditions 14.8 to 14.10 below will apply.
- 14.8 During the 13 (thirteen) weeks before the Expiry Date or after either Party has notified the other that it is terminating this Contract;
- 14.8.1 the Supplier must allow the Customer to communicate with and meet the Relevant Employees and their trade union or employee representatives as the Customer requests;
  - 14.8.2 the Provider must not and must procure that Subcontractors do not (in each case) without the prior consent of the Customer:
    - a. vary or purport to promise to vary the terms and conditions of employment of any employee employed in carrying out any aspect of the Services under the Contract;
    - b. increase or decrease the number of employees employed in carrying out any aspect of the Services under the Contract;
    - c. assign, replace or redeploy any employee used in carrying out any aspect of the Services under the Contract to other duties unconnected with the Contract; or
    - d. terminate or give notice to terminate the employment of any employee employed in carrying out any aspect of the Services under the Contract other than for gross misconduct or retirement; and

- 14.8.3 the Supplier must notify the Customer immediately if any employee employed in carrying out any aspect of the Services under the Contract:
- a. is dismissed for gross misconduct;
  - b. gives notice to terminate their employment;
  - c. has their employment terminated for any reason; or
  - d. has a material change to their terms and conditions of employment.
- 14.9 The Supplier must pay all remuneration, benefits, entitlements and outgoings for the Relevant Employees who are the subject of a Relevant Transfer on or around the Termination Date up to the Termination Date. This includes all wages, holiday pay, bonuses, commission, PAYE payments, national insurance contributions, pension contributions and any claims made by those Relevant Employees.
- 14.10 The Supplier will be liable for, and must indemnify the Customer against, any Liability incurred by the Customer or any Successor Supplier due to the employment or termination of employment of any employee of the Supplier or a Subcontractor (including any Relevant Employee) incurred during or relating to any period before the Termination Date.
- 14.11 The Supplier must impose in each contract with all Subcontractors the same terms (or terms materially to the same effect) in relation to Relevant Employees as those imposed on it under this Contract and use all reasonable endeavours to procure that the Subcontractor complies with those terms. The Supplier will be liable for, and must indemnify the Customer against any Liability incurred by the Customer or any Successor Supplier due to any failure by the Subcontractor to comply with those terms.

## **15 EXTENT OF OBLIGATIONS AND FURTHER ASSURANCE**

- 15.1 Nothing in this Contract requires:
- 15.1.1 any Customer to act in any way which is inconsistent with its obligations under PCR 2015 or the Law generally;
  - 15.1.2 any Customer which is a registered provider or registered social landlord (as stated in the Contract Particulars) to act in any way which is inconsistent with its obligations as such;
  - 15.1.3 any Customer which is a charity (as stated in the Contract Particulars) to act in any way which is inconsistent with its charitable status; or
  - 15.1.4 any Customer which is a local authority (as stated in the Contract Particulars) to act in any way which is outside its legal powers or inconsistent with its legal obligations as a local authority.
- 15.2 Subject to Condition 15.1, each Party undertakes) to do all things and execute all further documents that the other may reasonably require to give effect to this Contract.



## **16 INDEMNITY AND LIABILITY**

- 16.1 Without prejudice to the rights of either Party against the other, each Party must indemnify the other against any Liabilities that the other Party incurs arising out of the indemnifying Party's breach of this Contract.
- 16.2 The Supplier must indemnify the Customer against:
- 16.2.1 liability for the death of or personal injury to any person arising out of or in the course of the Services unless it was due to the negligence or default of the Customer;
  - 16.2.2 loss or damage to property including any Property and/or any adjoining property where the Services are to be carried out due to any negligence, default or breach of Law in carrying out the Services or any breach of this Contract. Such loss or damage includes any contamination or pollution caused by the Supplier and any Liability for trespass or nuisance caused by the Supplier's Staff; and
  - 16.2.3 loss or damage to a Property due to vandalism or theft and other loss or damage either whilst the Supplier is in possession of a key to that Property or which is caused by the Supplier's Staff or any Subcontractor.
- 16.3 Except for Liability for death and/or personal injury, the Liability of each Party to the other Party for loss or damage under this Contract (including following a breach) will be limited to the extent set out in the Contract Particulars.

## **17 INSURANCE**

- 17.1 Subject to such insurance being available in the market place at commercially reasonable rates and on commercially reasonable terms the Supplier must maintain insurance cover at the levels of the Insurances set out in the Contract Particulars. Such Insurances must be maintained with a substantial and reputable insurance company.
- 17.2 Whenever required to do so by the Customer, and on an annual basis following each renewal, the Supplier must provide the Customer with documentary evidence that the insurances referred to in Condition 17.1 are being properly maintained and that premium payments are up to date.
- 17.3 If any of the Insurances required by this Contract cease to be available at commercially reasonable rates and on commercially reasonable terms, the Supplier must notify the Customer immediately and the Parties will discuss the best way to protect their respective positions. In these circumstances the Customer may terminate this Contract by notice to the Supplier from the point at which the Supplier ceases to be covered as required by Condition 17.1.
- 17.4 If the Supplier fails to maintain any of the Insurances, the Customer may make alternative arrangements to protect its interests and may recover the costs of such arrangements from the Supplier.
- 17.5 Each Party agrees not to do anything or omit to do anything, which could make the policies for any of the Insurances referred to in Condition 17.1 void or voidable.

**18      FORCE MAJEURE**

- 18.1      Neither Party is to be liable to the other for any failure or delay in performing its obligations under this Contract due to any cause beyond its reasonable control ("Force Majeure") including governmental actions, war, riots, civil commotion, fire, flood, epidemic, pandemic, labour disputes (other than labour disputes involving employees of that Party or its subcontractor's employees), currency restrictions and Act of God.
- 18.2      The date for performance of an obligation which has been delayed by Force Majeure is to be suspended only for the period of delay caused by Force Majeure.
- 18.3      The Party seeking to exempt itself from liability because of this Condition 18 must give written notice to the other Party within 5 (five) Working Days of becoming aware of Force Majeure and must use all reasonable endeavours to mitigate its severity.
- 18.4      The Party seeking to exempt itself from liability because of this Condition 18 is not entitled to payment from the other Party for extra costs and expenses incurred because of Force Majeure.
- 18.5      Either Party may terminate this Contract by giving immediate notice to the other Party if Force Majeure continues for a period of 2 (two) months or more.

## **19 CORRUPTION, BRIBERY AND CONFLICTS**

- 19.1 The Customer may terminate this Contract for Supplier Default immediately by written notice and recover from the Supplier the amount of any loss resulting from such termination if:
- 19.1.1 the Supplier has offered or given or agreed to give the Customer, or any person connected with any gift or consideration of any kind as an inducement or reward for:
- a. doing or not doing or having done or not having done any action in relation to the obtaining or execution of this Contract or any other contract with the Customer; or
  - b. showing or not showing favour or disfavour to any person in relation to this Contract or any other contract with the Customer;
- 19.1.2 the Supplier has committed any offence under the Bribery Act 2010 or, where the Customer is a local authority, the Supplier has offered or given any fee or reward the receipt of which is an offence under the Local Government Act 1972; or
- 19.1.3 the acts referred to in Condition 19.1.1 or Condition 19.1.2 have been done by any person employed by the Supplier or acting on the Supplier's behalf (whether without or with the Supplier's knowledge).
- 19.2 Where the Customer is a registered provider or a registered social landlord, the Supplier must not do anything which would place the Customer in breach of the prohibition in Section 122 of the Housing and Regeneration Act 2008 or the Customer's Probity Policy provided that a copy has been supplied to the Supplier.
- 19.3 The Supplier must take appropriate steps to ensure that neither the Supplier nor any of the Supplier's Staff are placed in a position where (in the reasonable opinion of the Customer) there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Supplier or the Supplier's Staff and the obligations owed to the Customer under this Contract.
- 19.4 The Supplier must promptly notify and provide full particulars to the Customer if any conflict referred to in Condition 19.3 above arises or is reasonably foreseeable to arise.
- 19.5 The Customer reserves the right to terminate this Contract immediately by giving notice in writing to the Supplier and/or to take such other steps it deems necessary where, in the reasonable opinion of the Customer, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Supplier and the duties owed to the Customer under the provisions of this Contract. The action of the Customer pursuant to this Condition will not prejudice or affect any right of action or remedy which will have accrued or will thereafter accrue to the Customer.

## 20 TERMINATION

20.1 The Customer may terminate this Contract for Supplier Default by written notice to the Supplier with immediate effect if:

20.1.1 the Supplier commits a material breach of this Contract which is not remedied to the satisfaction of the Customer within 10 (ten) Working Days of written notice from the Customer notifying the Supplier of the breach and stating that if it is not remedied this Contract will be terminated;

20.1.2 the Supplier or anyone for whom the Supplier is responsible has acted fraudulently or made a fraudulent misrepresentation in connection with the Services;

20.1.3 the Supplier or anyone for whom the Supplier is responsible has offered or agreed to give any person working for or engaged by the Customer any gift or consideration in relation to this Contract or any other contract between the Supplier and the Customer as set out in Condition 19 *Corruption, Bribery and Conflict*;

20.1.4 the Supplier:

- a. enters into any composition or arrangement with its creditors or ceases or threatens to cease to pay a material part of its debts;
- b. becomes the subject of a voluntary arrangement under Section 1 of the Insolvency Act 1986;
- c. is unable to pay its debts as defined in Section 123 of the Insolvency Act 1986 (omitting the words, "it is proved to the satisfaction of the Court that");
- d. passes a resolution to wind up;
- e. has a petition presented to Court or an order made for its winding up;
- f. suffers any distress, execution, attachment or other legal process being levied or enforced on any of its property which is not paid out, withdrawn or discharged within 14 (fourteen) days;
- g. has a petition presented for an administration order;
- h. has an encumbrancer take possession of or a receiver, manager, administrator or administrative receiver appointed over or a secured creditor seek to enforce its security over any of its property;
- i. fails to honour any guarantee or indemnity it has given of any loans or debts of a third party which has become due and called upon and steps have been taken to enforce it; or
- j. is subject to an equivalent insolvency related procedure in any part of the world;

20.1.5 the Supplier is found to have committed any of the offences listed in Regulation 57(1) of the Public Contracts Regulations 2015;

20.1.6 the Supplier or any of the Supplier's Staff are found to have committed any offence involving slavery or human trafficking; or

- 20.1.7 the failure of the Services to pass the Acceptance Tests has given rise to the Customer's right to terminate under Condition 5 *Acceptance Tests*.
- 20.2 The Supplier may terminate this Contract for default by the Customer by written notice to the Customer with immediate effect if:
- 20.2.1 the Customer commits a material breach of this Contract which either deprives the Supplier of the majority of the Supplier's benefits under this Contract or makes it impossible or particularly onerous for the Supplier to perform the Supplier's obligations under it and which is not remedied to the satisfaction of the Supplier within 10 (ten) Working Days of written notice from the Supplier notifying the Customer of the breach and stating that if it is not remedied this Contract will be terminated;
- 20.2.2 the Customer fails to pay any undisputed amount that is due and payable to the Supplier under this Contract by a date 30 (thirty) calendar days from the date of a notice of non-payment (which may not be the Supplier's invoice) from the Supplier served on the Customer stating:
- a. that it is a notice of non-payment under this Condition 20.2.2;
  - b. the amount outstanding, how it is calculated and the date on which it was invoiced to the Customer;
  - c. what that amount relates to (in terms of specific Orders or Services);
  - d. when that amount became due; and
  - e. that if such amount is not paid within 30 (thirty) days of the notice this Contract will be terminated by the Supplier for default by the Customer; or
- 20.2.3 the Customer:
- a. enters into any composition or arrangement with its creditors or ceases or threatens to cease to pay a material part of its debts;
  - b. becomes the subject of a voluntary arrangement under Section 1 of the Insolvency Act 1986;
  - c. is unable to pay its debts as defined in Section 123 of the Insolvency Act 1986 (omitting the words, "it is proved to the satisfaction of the Court that");
  - d. passes a resolution to wind up;
  - e. has a petition presented to Court or an order made for its winding up;
  - f. suffers any distress, execution, attachment or other legal process being levied or enforced on any of its property which is not paid out, withdrawn or discharged within 14 (fourteen) days;
  - g. has a petition presented for an administration order;
  - h. has an encumbrancer take possession of or a receiver, manager, administrator or administrative receiver appointed over or a secured creditor seek to enforce its security over any of its property;

- i. fails to honour any guarantee or indemnity it has given of any loans or debts of a third party which has become due and called upon and steps have been taken to enforce it; or
  - j. is subject to an equivalent insolvency related procedure in any part of the world;
- 20.3 The Customer may terminate this Contract at any time after the Initial Period by giving the Supplier not less than the period of notice set out in the Contract Particulars to do so. Notice may be given during the Initial Period to expire after it has ended. Notice to terminate under this Condition will be valid only if given in writing.
- 20.4 The Supplier may terminate this Contract at any time after the Initial Period by giving the Customer not less than the period of notice set out in the Contract Particulars to do so. Notice may be given during the Initial Period to expire after it has ended. Notice to terminate under this Condition will be valid only if given in writing.
- 20.5 Either Party may terminate this Contract with immediate effect by giving the other Party written notice if:
  - 20.5.1 any of the Insurances the Supplier is required to maintain under Condition 17 Insurance ceases to be available at commercially reasonable rates;
  - 20.5.2 the European Court of Justice orders that this Contract is set aside because of a serious infringement of the EU Treaty or a court orders that this Contract is set aside because of a substantial modification; or
  - 20.5.3 Force Majeure occurs for a period of more than 2(two) months or more and that Party wishes to terminate this Contract under Condition 18.5.
- 20.6 Termination of this Contract is without prejudice to the rights and duties of either Party accrued due before termination or to any provisions which are intended to survive termination.
- 20.7 Condition 28 *Informal Dispute Resolution* will not apply to any issues concerning termination of this Contract.

## **21 CONSEQUENCES OF TERMINATION**

- 21.1 On termination of this Contract the Supplier must co-operate fully with the Customer and/or any Successor Supplier in relation to the legal and operational handover of responsibilities between the Supplier and the Customer or the Successor Supplier.
- 21.2 The Supplier must use all reasonable endeavours to procure that the benefit of any guarantees and warranties relating to the Services that are in force on the Termination Date are assigned to the Customer or as the Customer may instruct and the Supplier must provide details of all such guarantees and warranties.
- 21.3 Within 5 (five) Working Days of the Termination Date, the Supplier must:
  - 21.3.1 return all Documents and Data provided by the Customer;
  - 21.3.2 provide copies of all other Documents and Data used in connection with the Services to the Customer; and
  - 21.3.3 return all keys, passes, door entry codes and other information relating to the Properties.

- 21.4 The Supplier must deliver all materials and equipment paid for by the Customer to the Customer or as the Customer directs within 10 (ten) Working Days of:
- 21.4.1 the Termination Date, where the reason for termination is any reason other than breach of this Contract by the Customer; or
  - 21.4.2 the date on which the Supplier receives payment for those materials and equipment where termination is affected by the Customer under Condition 20.2 *Customer's Breach*.
- 21.5 Where the Contract has been terminated for Supplier Default in accordance with Condition 20.1 *Termination* no further payments will become due following the Termination Date until the earlier of:
- 21.5.1 the date 6 (six) months from the Termination Date; or
  - 21.5.2 the date when the Customer has quantified its costs relating to termination (which the Customer may deduct from any sums due to the Supplier), including:
    - a. the cost to the Customer of the time spent by its officers in connection with such termination and in making alternative arrangements for the Services; and
    - b. any additional costs (including retendering costs) incurred by the Customer in arranging for a Successor Supplier to provide the Services or, where the Services are instructed through Orders, the Services that the Customer would have been reasonably likely to instruct through Orders, up to the date which would have been the Expiry Date or, if earlier, the first date on which the Supplier could have terminated this Contract under Condition 20.4 Termination through serving a break notice on the Customer had it not been terminated for Supplier Default.

## **22 WAIVER AND SEVERABILITY**

- 22.1 A failure or delay in exercising any rights, powers or privileges under this contract will not operate as a waiver of them.
- 22.2 The single or partial exercise of any right, power or privilege does not prevent any other exercise of that right, power or privilege or the exercise of any other right, power or privilege (whether arising out of the same factual situation or otherwise).
- 22.3 Any waiver of a breach of this Contract is not to be effective unless given in writing signed by the Party waiving its entitlement.
- 22.4 No waiver is to be deemed a waiver of any subsequent breach or default nor is it to affect the other terms of this Contract.
- 22.5 The receipt of money does not prevent the Party receiving it questioning the correctness of the amount or any other statement in respect of money.
- 22.6 If any term of this Contract is illegal, void or unenforceable the remainder of this Contract will continue in force as though that term had not been included in it.

## **23 VARIATIONS**

- 23.1 No variation of this Contract is to bind either Party and no person has authority on behalf of either Party to agree to any variations to this Contract except where the amendment is agreed to in writing by both Parties.
- 23.2 No consents to any variation to this Contract are required from any person who is not a Party.



## **24 ENTIRE AGREEMENT**

- 24.1 This Contract and any Orders issued under it set out the whole agreement between the Parties in relation to the Services. This Contract supersedes and invalidates all other commitments, representations and warranties relating to its subject matter which either Party has made orally or in writing.
- 24.2 Each Party warrants that it has not entered into this Contract on the basis of any representation made by the other except to the extent that such representation is expressly included in it (but nothing in this Condition 24.2 excludes any liability for fraudulent misrepresentation).

## **25 THIRD PARTIES**

- 25.1 The Procurement Agent may enforce Condition 7.12 *Payment* requiring the Supplier to pay sums due under Schedule 6 *Framework Services* of the Framework Agreement in accordance with the Contracts (Rights of Third Parties) Act 1999 even though the Framework Agreement may have been terminated.
- 25.2 Any member of the Customer's Group for whose benefit any Services are provided, or who issues an Order for Services under Condition 2.2 *Supplier's Obligations* may enforce the Supplier's obligations in relation to the provision of those Services.
- 25.3 Where the Customer is an arm's length management organisation ("ALMO") of a local authority, the provisions of this Contract shall be deemed to be for the benefit of the local authority specified in the Contract Particulars of which it is an ALMO, and that local authority may enforce this Contract in accordance with the Contracts (Rights of Third Parties) Act 1999.
- 25.4 Other than in relation to the rights referred to in Conditions 25.1, and 25.2 and 25.3 nothing in this Contract will confer any benefit on a person who is not a Party to it or give any such third party a right to enforce any of its terms.

## **26 NO PARTNERSHIP OR AGENCY**

- 26.1 Nothing in this Contract is to constitute or be deemed a partnership within the meaning of the Partnership Act 1890, the Limited Partnerships Act 1907, the Limited Liability Partnerships Act 2000 or any other law concerning partnerships or limited liability partnerships.
- 26.2 Neither Party will hold itself out as the agent of the other or have any authority to bind the other except to the extent that this Contract expressly provides otherwise.

## 27 NOTICES

- 27.1 Notices or other communications under this Contract will be duly served if given by and sent to the nominated representative of the Party to be served in accordance with the following table with the date of service and method of proof being as set out in it:

Method of service	Date of service	Proof of service
Personal delivery of a letter addressed to the Party to be served at the address for service.	Day of delivery if before 16.00 on a Working Day otherwise 10.00 on the next Working Day thereafter.	Proof of delivery.
First class letter addressed to the Party to be served at its address for service.	48 hours after posting if that is a Working Day otherwise 10.00 on the next Working Day thereafter.	Proof of posting unless returned through the Post Office undelivered service within 21 days of posting.
Email to the Party at the email address for service set out below.	Day of transmission if before 16.00 on a Working Day otherwise 10.00 on the next Working Day thereafter.	Transmission report showing a successful transmission to the correct email address and evidence of the email having been opened.

- 27.2 Each Party's address for service is its registered office where it has one. Where the Supplier does not have a registered office the Supplier's address for service is the address set out at the start of this Contract or such other address as it notifies to the Customer in writing.
- 27.3 The nominated representatives of the Parties for the service of formal notices under this Contract and their email addresses are as set out in the Contract Particulars.
- 27.4 Notices under Condition 20 *Termination* or 28 *Informal Dispute Resolution* may not be served by email.

## 28 INFORMAL DISPUTE RESOLUTION

- 28.1 Each Party agrees to attempt to resolve any Disputes which it has with the other amicably but nothing in this Condition 28 is to prevent the exercise by a Party of its other rights under this Contract or to apply to termination of this Contract.
- 28.2 If a Party considers that a Dispute has arisen it may write a letter to the other Party specifying:
- 28.2.1 what the Dispute is alleged to be;
- 28.2.2 what steps should be taken to resolve the Dispute; and

28.2.3 within what reasonable period such steps should be taken.

28.3 If the Dispute is not resolved within the period set out in the letter then representatives of the Parties must meet within a further period of 10 (ten) Working Days to discuss the Dispute.

28.4 If the Dispute is still not resolved within 10 (ten) Working Days of the date of the meeting at which the Dispute is considered then the Chief Executive/Managing Director of each Party must meet within a further 10 (ten) Working Days to seek to resolve it.

## **29 ADJUDICATION**

29.1 If the Contract is a construction contract to which the Construction Act applies and a Dispute arises which either Party wishes to refer to adjudication the Scheme will apply, subject to the following:

29.1.1 the adjudicator may decide upon his/her own substantive jurisdiction and the scope of the adjudication;

29.1.2 the adjudicator must provide reasons for the decision unless both Parties agree otherwise; and

29.1.3 the adjudicator may correct any clerical error or mistake arising from an accidental slip or omission in a decision within 10 (ten) Working Days of the date of the decision or such shorter period as the adjudicator specifies in the decision.

29.2 If the Parties cannot agree the identity of the adjudicator in accordance with the Scheme, the adjudicator is to be nominated by the body stated in the Contract Particulars on the application of either Party.

## **30 GOVERNING LAW AND ENFORCEMENT**

30.1 The formation, construction, performance, validity and all aspects of this Contract are to be governed by the laws of the jurisdiction set out in the Contract Particulars.

30.2 The Parties agree to submit to the exclusive jurisdiction of the courts of the jurisdiction set out in the Contract Particulars in relation to any Dispute under this Agreement.


## **31 COUNTERPARTS**

31.1 This Contract may be executed in two or more counterparts each of which will be deemed to be an original but the counterparts will together constitute one and the same contract.

## SCHEDULE 1 – SPECIFICATION

### GENERALLY

The customer requires the Supplier to provide a range of core services in line with the specification of the framework as detailed within 'Document 4 - Framework Scope and Requirements - PDCS. Services will include but not be limited to: The provision of secure, transactional mailings, hybrid mailing, bespoke print requests and adhoc print and mailing requirements with the additional provision to provide digital communications services, delivered in accordance with the KPIs defined below, as may change from time to time with mutual agreement between the Supplier and Customer.

Document No.	Document Name	Document
Appendix 1.0	Document 4 – Scope of Requirements – PDCS	 Document 4 - Scope of Requireme

Delivered in line with the framework KPIs:

KPIs	Minimum Acceptable Service Level %
<p><b>Respond to all Operational Enquiries and requests within 72 (seventy two) working hours.</b></p> <p>N.B. The time at which "Operational Enquiries" are recorded shall be based on the date &amp; time a written/electronic operational enquiry is sent to the Supplier.</p> <p>The Supplier's response should be constituted as a substantive response.</p> <p>The time at which the Supplier's response given is recorded shall be based on the date &amp; time a written/electronic response is sent to the Procurement Agent, PfH, or the Customer.</p> <p>The KPI will be measured monthly as percentage of the total number of Operational Enquiries made within the measurement period.</p>	90%
<p><b>Written response to all Customer Complaints within 48 (forty eight) hours of notification from PfH.</b></p> <p>N.B. The time at which "Complaints" notified to the Supplier by PfH is recorded shall be based on the date &amp; time details of the "issue" in written/electronic form is sent to the Supplier by PfH.</p> <p>The Supplier's response should be constituted as a substantive response.</p>	90%

<p>The time at which the Supplier's response given is recorded shall be based on the date &amp; time a written/electronic response is sent to the the Customer.</p> <p>The KPI will be measured monthly as a percentage of the total number of Complaints raised within the measurement period.</p>	
<p><b>Invoice Accuracy.</b></p> <p>N.B The Supplier must adhere to "Invoice Accuracy" ensuring the price charged by the Supplier to the Customer must be in accordance with the Price and as set out in Schedule 3 Payment of the Call-Off Contract or as otherwise agreed in writing between the Parties, and be of the correct quantities and unit of measure (if applicable) in accordance with the Customer's Order.</p> <p>The KPI will be measured monthly as a percentage of the total invoice line items (i.e. each invoice line items represents a different product) within the measurement period.</p>	<b>85%</b>
<p><b>Invoice Timeliness.</b></p> <p>N.B. The Supplier "Invoice Timeliness" ensuring invoices are received by PfH and Quantum Billing by the 7<sup>th</sup> of every month for invoices raised by the Supplier in the previous month, and be in the required format as set out in Schedule 7 Template for Invoicing Information or as otherwise agreed in writing with PfH and the Procurement Agent.</p> <p>The KPI will be measured monthly.</p>	<b>100%</b>
<p>Provide "<b>Management Information</b>" reports detailing the KPIs for contract usage, invoicing and pricing and product mix as detailed in Clause <b>Error! Reference source not found.</b> of this Framework Agreement.</p>	<b>90%</b>
<p><b>Quarterly Reconciliation.</b></p> <p>N.B. The Procurement Agent will provide the Supplier with quarterly reports from the commencement of the Framework Agreement relating to Management Information processed for all invoices as provided by the Supplier. The Supplier is required to Reconcile this report with their own finance system and invoices raised to Customers accessing this Framework Agreement to ensure it Reconciles.</p> <p>The Supplier must notify the Procurement Agent of any missing invoices raised by the Supplier and payments received from the Customer.</p> <p>The Procurement Agent will also conduct its own audit checks with Customers to validate the accuracy of the invoice management information.</p> <p>The KPI will be measured quarterly as a percentage of the invoice amount (i.e. turnover) initially reported by the Supplier, versus the actual invoice amount following reconciliation within the measurement period.</p>	<b>100%</b>
<p>Appropriate timelines and supporting evidence given for Reviews in accordance with the process stated in Schedule 2 of this Framework Agreement.</p>	<b>100%</b>

**Customer Satisfaction.**


Achieve Customer Satisfaction in relation to value for money, quality of service and recommendation to others

N.B. PfH will issue a quarterly questionnaire comprising of three questions to the Customers of the Supplier, asking them to score the Supplier on a scale of 1-10 (1 being Extremely Poor and 10 being Excellent):



1. Do you believe your supplier is providing value for money?
2. Please rate whether you believe your supplier is providing a quality service?
3. Would you recommend your supplier to colleagues and organisations?

PfH will total the scores the Supplier receives from the last five Customers within the measurement period which must be a minimum of 75% of the total marks available.

**75%****Contract specific:****Services delivered in line with the customer specific KPIs**

Document No.	Document Name	Document
Appendix 1.1	Sanctuary Housing Contract KPIs	 Sanctuary Housing Contract KPIs 24.xlsx

**And; Customer Policies:**

Document No.	Document Name	Document
Appendix 1.2	Sanctuary Sustainability Report 22-23	 Sustainability Report 22-23.pdf
Appendix 1.3	Sanctuary Decarbonisation-Net Zero Strategy 23-26	 Decarbonisation-Net Zero Strategy 23-26.pdf

**SCHEDULE 2 – PAYMENT**

Prices have been proposed and submitted within Document 7 –Pricing Schedule as part of this Framework Agreement.

The Supplier’s Price may be proposed at a lower Price should the Supplier wish to do so, on the basis that the Price must be no greater than if it had been calculated in accordance with Document 7 - Pricing Schedule.

If a supplier wishes to submit price amendments, they must adhere to the following process detailed below:



Price changes can only be proposed once a year and will be calculated based on the CPI.

Suppliers must submit proposed price changes to PfH in no other format than as outlined in Document 19 – Appendix J – Price Change Form at least 45 days prior to the anniversary of the Framework Commencement Date, which is the date agreed pricing will be effective from.

Failure to adhere to this process may lead to the price change being rejected by PfH and the Supplier will be required to commit to the original pricing.

For increases that are rejected for failure to comply with any points outlined in this process, or if the applied increase does not match the increase agreed with PfH, then the price will remain the same until the next anniversary of the Framework Commencement Date.

Suppliers will also have to notify PfH of any product code changes or products being discontinued. The Supplier will be required to provide an alternative product code and product to replace the older/discontinued version.

Document No.	Document Name	Document
Appendix 2.0	Framework Basket	 Document 7A - Pricing Schedule - PD
Appendix 2.1	Sanctuary Bespoke Basket	 Sanctuary Price Catalogue 24.xlsx

**Additionally;**

Charges for the goods and services is set out above excluding VAT: No other costs or charges will be payable to the Contractor unless specifically agreed in the Contract. The Contractor will not be entitled to materially alter the Price for the Goods and Services.

The contractor accepts that prices as detailed in Appendix 2.0 and 2.1 are fixed for a period of 12 months, with the exception of postal services which are beyond the contractor's control.

**Contract Rebate Structure:**

Note: Rebate excludes postage costs

Between £300,000 and £349,999 1%  
Between £350,000 and £399,999 2%  
Between £400,000 and £449,999 3%  
Between £450,000 and £499,999 4%  
Between £500,000 and over 5%



### **SCHEDULE 3 – METHOD STATEMENTS**

**“None”**

## **SCHEDULE 4 – AMENDMENTS TO STANDARD CONDITIONS OF CONTRACT**

**Amendments to *Call-Off Condition - Definitions*:**

***“None”***

**Amendments to *Call-Off Conditions*:**

***“None”***

## APPENDIX 1.0



# Document 4 Specification Including: Scope of Requirements All Lots

## Table of Contents

<b>1</b>	<b>Overview</b>	<b>69</b>
	The Opportunity	3
<b>2</b>	<b>General Requirements and Preamble</b>	<b>3</b>
2.1	Contents	3
2.2	Framework Requirements - General	3
2.3	General Requirements – All lots	4
2.4	Best Practice	5
2.5	Occupied Premises	5
2.6	Health and Safety	6
2.7	Management Information and Reporting	6
2.8	Equality and Diversity	7
2.9	Risk Assessments and Method Statements	7
2.10	Sub-Contractors – Supply Chain Management - Partners	7
2.11	Insurance	7
2.12	Supply of Information	8
2.13	Environmental - Sustainability	8
<b>3</b>	<b>Lot 1 – Print, Mailing and Digital Communications</b>	<b>9</b>
<b>3.1</b>	<b>Standard Printed Materials</b>	<b>9</b>
<b>3.2</b>	<b>Services</b>	<b>9</b>
<b>3.2</b>	<b>Other Services</b>	<b>10</b>
<b>4</b>	<b>Lot 2 – Print Devices and Associated Services</b>	<b>10</b>
<b>4.1</b>	<b>Equipment</b>	<b>10</b>
<b>4.2</b>	<b>Services</b>	<b>10</b>
<b>4.3</b>	<b>Other Services</b>	<b>11</b>
<b>5</b>	<b>Lot 3 – Total Print Solutions (including Lots 1 and 2)</b>	<b>11</b>

# 1 Overview

## THE OPPORTUNITY

Procurement for Housing (PfH) is seeking to establish a Framework Agreement for the provision of Managed Print, Print/Document Management and Digital Communication Solutions.

PfH wish to appoint experienced suppliers to all lots to carry out services to PfH Members in England, Wales, Northern Ireland and Scotland and the Wider Public Sector ("Contracting Authorities") permitted to use the framework.

Details of Contracting Authorities who may wish to source their Managed Print, Print/Document Management and Digital Communication Solutions requirements utilising this Framework Agreement are located Item 1.3.5 of Document 1, Invitation to Tender.

Our aim is to implement a Framework Agreement that presents members with a full scope of print goods and services ranging from domestic and commercial equipment requirements, singular one-off print requests to a fully managed digital service, whilst maintaining ease of use and optional call off arrangements.

The Framework agreement will be managed by PfH, the duration of the Framework Agreement is three years with an option to extend for a further 12 months; potential overall duration is four (4) years.

The framework consists of three (3) lots:

- Lot 1 – Print, Mailing and Digital Communications
- Lot 2 – Print Devices and Associated Services
- Lot 3 – Total Print Solutions (including Lots 1 and 2)

Under each Lot the list of products and Services are not restricted so long as a requirement is relevant within the Find a Tender Service (FTS) Notice scope for that Lot.

The goods and services that a PfH member may require should offer value for money and be of high quality.

# 2 General Requirements and Preamble

## 2.1 CONTENTS

Bidders should ensure that they read all documentation and ensure that their pricing submission is in line with the scope of requirements and specification provided: For the full list of tender issue documentation refer to Item 1.2 of Document 1, Invitation to Tender.

Bidders should also note that this document is not conclusive and references the minimum standards and scope associated with the Framework requirements, in addition it should also be noted that requirements and standards are stated elsewhere within the tender issue documentation.

## **2.2 FRAMEWORK REQUIREMENTS - GENERAL**

Suppliers must meet the minimum standards of accreditation, registration and qualification as required by the services to be provided, as stated within the tender issue documentation, below, at Item 2.3 and/or identified as part of the PfH Member engagement process.

Professional Advisors/Consultants will be required to hold appropriate qualifications accredited by the relevant Institute or association or equivalent standing in this field, as required for the delivery of the services. The consultant may be requested to provide evidence of membership during the term of the Framework.

Requirements may relate to the provision of print requirements, supply, delivery and installation of print devices, survey, audit and recommendations in respect of existing stock; recommendations which may include print management/IT management initiatives, energy saving initiatives, carbon offset data and other environmental considerations.

The Supplier will be required to conduct audits and surveys and issue recommendations in line with specific member requirements.

## **2.3 GENERAL REQUIREMENTS – ALL LOTS**

Successful Suppliers will be required to adhere to the mandatory requirements of this agreement, please note that the list below is not exhaustive and other mandatory requirements will be stated elsewhere in the tender issue documentation, Members utilising the framework may also request contract specific requirements when entering into a Call off Contract or conducting Mini-Competition.

It is recognised that in light of the current COVID-19 pandemic, 'normal' ways of undertaking working are changing, there is a greater demand for home working and conducting business activities outside the office environment. It is therefore important that Tenderers are able to provide service solutions that support new ways of conducting business.

As part of the on-going digital transformation members may require document storage and distribution services, including an end to end, on-site or off-site document lifecycle service inclusive of ingestion, storage, archiving, retrieval and distribution of both physical and digital documents. Secure document storage and warehousing should be made available to Participating Public Sector Bodies using an adaptive supply chain, where document storage is integrated into inventory control solutions and storage is provided throughout a network of secure storage facilities.

Document Storage and Distribution Services can be supplied as part of an Electronic Document Management System or as a standalone service.

Requirements include, but are not limited to:

- Provide as a minimum, one named Account Manager that will be the key contact for PfH Category Leads;
- Provide contact details of a deputy Account Manager to cover periods of absence;
- Attend meetings at PfH premises if required to do so (at least quarterly but no more frequently than once per month unless exceptional circumstances apply);
- Respond to PfH and member queries in a timely manner or by the requested deadline; if a deadline cannot be achieved this must be advised as soon as possible to the requester;

- Make a proactive effort in PfH Promotional exercises and marketing activities aimed at encouraging framework growth;
- Develop and encourage collaborative working with the PfH Sales Team, encourage joint business and maintain strong relationships;
- Inform the member of any return to sender responses, failed deliveries and unknown contacts as soon as possible
- Conform to Service Levels of Key Performance Indicators as set out at Schedule 5, Document 8 – Framework Agreement and more challenging targets at the discretion of the Client / Member;
- Have robust internal procedures in place regarding Health and Safety, compliance with the Bribery Act, Equalities and Diversity, Modern Slavery, Environmental considerations and other requirements as set out in the Selection Questionnaire

Suppliers must hold and comply to; all stated mandatory requirements, updated or superceded, including those specifically stated in respect of Service, Security, Environmental and Health and Safety, or equivalent.

Required standards, or equivalent of accreditations, registrations, licences, must be maintained and remain current for the duration of the Framework; refer to Document 5A Standard Selection Questionnaire for details.

It is the suppliers responsibility to inform PfH if any of the stated standards are updated or superceded and to ensure that any required transition to the updated or replacement standard is completed in a timely manner.

## **2.4 Best Practice**

Service providers are expected to demonstrate best practice throughout the framework and call-off contracts including as appropriate:

- at an individual level, both client and service providers' representatives must establish good working relationships, understanding each other's requirements; and
- service providers shall be required to ensure that all the requirements within this specification and, if applicable, are adhered to by any sub-contractors and managed accordingly
- The Supplier shall continuously and proactively seek to provide alternative solutions and options for consideration which enable the member to achieve sustainable targets
- Maintain quality standards at all time, if applicable, where alternative solutions are available, present these options to the customer for appraisal
- Assess customer requirements and where possible offer solutions that offer additional cost and efficiency savings whilst maintaining the required quality standards

## **2.5 Occupied Premises**

Where applicable the service provider will be required to work in premises, on or in the vicinity of offices/homes which may be occupied whilst the delivery/installation of goods and/or services are carried out. The service provider must, through suitable instruction and training, always ensure that the personnel/operatives (including sub-contractors) fulfilling requirements operate in a professional manner at all times, adhere to any relevant legislation and apply appropriate discretion when connecting with building occupants.

Personnel acting on behalf of the supplier should adopt best working practices at all times, this may include but not be limited to:

- Radios and personal entertainment equipment, including radios in vehicles will not be used internally or in close vicinity of premises
- There shall be no smoking, including the use of e-cigarettes, within the curtilage of any property or any of its shared areas
- All staff must be treated with proper respect
- Act as quietly as possible and take steps to minimise disruption whilst on site
- Protect any fixtures, fittings and belongings from damage
- Remove all packaging and ensure the areas are left clean and tidy
- Service providers shall ensure that parking does not cause a hindrance or disturbance to the occupants, or the local community, and shall be in accordance with all regulations and notices pertaining to the area
- Present any relevant verification paperwork and identification on request
- Where possible ensure visibility of identity
- Adopt safe working practices and adhere to both general and client specific Covid 19 working practices

The service provider, their operatives, and sub-contractors must, in addition to their own policies, abide by the PfH Member's customer care policy, and any other relevant policies when applied to the Call off Contract.

## **2.6 Health and Safety**

All service providers are expected to be fully compliant with all relevant Health and Safety legislation.

- The service provider and all persons (including sub-contractors) employed by them in the execution of services shall comply fully with the Health and Safety at Work Act 1974, and all appropriate existing enactment's which are relevant statutory provisions under that Act, and with all other relevant safety requirements and with appropriate codes of practice and Health and Safety Executives
- The service provider shall ensure that all personnel employed in the delivery of services have received suitable training and are experienced and competent to carry out the services relevant to this framework

## **2.7 Management Information and Reporting**

Successful suppliers are required to submit monthly electronic data files to the PfH Quantum Billing Team, these include transaction invoices, for details in respect of submitting Management Information Bidders are directed to to Document 11, PfH Quantum File Specification, in addition, and in line with our Category Management procedures:

Suppliers must provide full visibility of all pricing arrangements issued to members/clients utilising the framework, whether or not these are standard or bespoke.



Pricing visibility must be submitted in specific file format using Document 7B PfH Product and Price Change Form.

In addition to pricing visibility Suppliers must submit, utilising the above stated document, any product changes associated with Lots 2/3 within the agreed term.

On completion of the form, and prior to submission each form must be named and saved as stated below:

File Naming: Name each price file with the following information separated by an underscore

- Supplier Name
- Lot Number
- Member Name/ Framework
- Date pricing effective

e.g. PfH\_Lot1\_WarringtonHousing\_01042021, or PfH\_Lot1\_Framework\_01042021

## **2.8 Equality and Diversity**

PfH and its member organisations are committed to equality and diversity. Part of this commitment is to encourage and, where possible, necessitate companies and other organisations undertaking works on behalf of PfH Members to demonstrate equalities in employment and service delivery.

PfH Members have a duty to ensure that public money spent through the contract is done in a way that ensures best value, supports sustainability and does not lead to unfair discrimination and social exclusion (refer to Equality Act 2010 and Public Sector Equality Duty April 2011).

Suppliers should therefore:

- adopt their own equality and diversity policies and procedures;
- take steps to ensure that they recruit people to reflect the demographic mix of communities in which they are working;
- abide by the statutory requirements of the Equality Act (2010) and the respective Codes of Practice; and
- where appropriate, seek advice from bodies such as The Equality and Human Rights Commission.

Discriminatory behaviour or harassment towards its agents, employees, or residents will not be tolerated. Any allegation of such behaviour will be investigated thoroughly by the PfH Member and appropriate action will be taken if allegations are found to be sustained.

PfH Members are committed to abide by the legislation introduced by the Public Services (Social Value) Act 2012, in so far as that they will consider how they can improve the social, environmental and economic well-being of communities when undertaking procurement activities.

## **2.9 Risk Assessments and Method Statements**

Members may request risk assessments and method statements, if requested suppliers must produce appropriate documentation and issue for mutual agreement prior to the delivery of services that are deemed to contain some measure of risk, i.e.

- Deliveries
- Working in occupied spaces
- Working at Height
- Installation of Signage

## **2.10 Sub-Contractors – Supply Chain Management - Partners**

Where utilised suppliers must manage any sub-contractors and suppliers to ensure full compliance with the requirements set out in the framework, this will include conducting sufficient checks in order to offer this assurance.

## **2.11 Insurance**

A copy of relevant insurance certificates to be provided to PfH upon commencement of the contract and as requested thereafter, full details of requirements are stated within Document 5A Standard Selection Questionnaire.

## **2.12 Supply of Information**

Services providers will produce any required artwork and proofing services as part of general service provision, these services will be provided free of charge.

Service providers will be required to supply all information in their original format, PDF and excel as defined by the member.

In respect of the services to be delivered to the PfH Member, the Member shall own all right, title and interest in and to all data generated for them by the supplier, their affiliates and any third party sub-contractors in providing the applicable services during the contract term.

PfH Members may require a range of information which will be identified at call-off stage. The following sets out potential activities/reporting that the successful suppliers may be required to undertake:

Where required by the client:

- Define whether the client requires any specialist print expertise
- Support the client in preparing requirements for print/digital/document solutions
- Review current processes and offer solutions comparable with requirements
- Identify relevant, current and emerging services, policies and legislation associated with the services
- Develop or input to business case for feasible options including review of risks, environmental impact, cost savings and budget forecast
- Ratify options that best delivers member requirements in relation to delivering solutions
- Undertake premises appraisals to determine requirements and suitability of the premises against client requirements
- Use case/feasibility studies to determine if requirements can be accommodated on/off site
- The supplier shall be responsible for the provision of all detailed documentation necessary to enable the PfH Member or their representatives to carry out a comprehensive appraisal of their requirements

- All recommendations produced must be sufficient to show the proposals will comply with both statutory and stipulated member requirements, i.e. guarantees, warranties, data protection and security
- Throughout the contract term work solely or with the client to ensure that continuous improvement initiatives are identified and implemented as required

### **2.13 Environmental - Sustainability**

PfH expect Suppliers to reduce their environmental impact over the course of the Framework and to work with Members to achieve this. The primary aim is to reduce the amounts of carbon, waste and water associated with the product life cycles, however there may also be other aims of individual PfH Members. It is anticipated these aims are likely to include but not be limited to; reducing waste, reducing water, using recycled product(s), using biodegradable products, using products which may be recycled and/or reused easily within the PfH members operating environment, using products which are associated with a closed or open loop system. The aims of the individual members may differ, but the overarching objective is to become more sustainable.

The achievements of the Suppliers and/or PfH Members should be reported to PfH as detailed within 2.9 Management Information including any new or collaborative approach to reporting and/or sustainability measurement, management and/or of development and/or processes, which support PfH and/or PfH members.

Suppliers should share with PfH and it's member any appropriate mechanism to measure, manage and control product and other elements which would lead to identifying carbon or other sustainable elements which could lead to more effective management and/or measurement of Carbon, energy, water and/or other elements which could lead to successful demonstration of factors leading towards Net Zero Carbon initiatives and monitoring thereof.

## **3 Lot 1 – Print, Mailing and Digital Communications**

Lot 1 will provide members a full range of print services from total print management, digital solutions and document management and associated services such as scanning, physical and digital document storage, fulfilment, postage and distribution.

Members call off requirements will vary in respect of volume and requirements, members will require a range of services from ad-hoc one-off print requests to a fully tailored end to end managed print solution, therefore the Supplier will provide a varied range of general print, mailing, document management and digital communication products and services in order to fulfil the specified member requirements, these will include but not limited to:

### **3.1 Standard Printed Materials**

- Paper products
  - i.e. Letterheads – Leaflets – Envelopes – Brochures – Operational Forms – Business Cards – Newsletters – Corporate Stationery – Calendars – Diaries – Magazines
- Non-paper products
  - i.e. Promotional Products: Pens, Mugs, keyrings – Presentation Products: Folders, Binders – Business Cards – Heat Sealing: Garmets, Mailers

- Signs & Signage
  - i.e. Banners – Building Wraps – Vehicle Livery – Pull-up Banners – Exhibition Stands
- Security Printing
  - i.e. Cheques – Payroll documentation – Vouchers – Access Cards – Tickets

### **3.2 Services**

- Electronic Document Management
- Digital Inbound Mailroom Services
- Centralised Print Room Solutions
- Digital Print
- Hybrid Mail Solutions
- Secure Document Storage
- Direct Mail Management
- Graphic Design
- Digital Communication Solutions, i.e. email, sms
- Digital Document Management

### **3.2 Other Services**

- Software Solutions
- Advisory Services
- Audits
- Storage Solutions
- Bespoke Ordering
- Customised Training

## **4 Lot 2 – Print Devices and Associated Services**

Lot 2 will provide members a full range of print devices ranging from domestic desktop to high level fully functional commercial multifunctional devices. In addition to devices suppliers will provide a full range of optional, associated services ranging from standard managed print to full digital transformation solutions.

Digital Transformation Solutions may incorporate access to and use of cloud services. Cloud solutions should be able to provide a range of functionality through the use of services using internet technology and customer owned or supplier provided IT infrastructure, software and support; solutions should offer members lower costs, reducing the costs associated with the support, administration and management of their own servers used in delivering their IT services and solutions.

Members call off requirements will vary in respect of volume and requirements, members will require a range of services from singular MFD installation, supply and delivery of ad-hoc domestic equipment requirements to a fully tailored end to end print management solution, therefore the Supplier will provide a full range of equipment including associated hardware products, a full range of print management and associated services in order to fulfil the specified member requirements, these will include but not limited to:

#### **4.1 Equipment**

- Multifunctional Devices - Commercial
- Multifunctional Devices – Domestic
- Desktop Devices
- Associated Hardware and Devices
- Deliveries and installations
- Maintenance and Repairs
- Automated Consumables Management

#### **4.2 Services**

- Print Management Services
- Remote Management
- Asset Management
- Follow-me Printing
- Cloud Based 'Web to Print' Solutions
- Bespoke Information and Communications Technology

#### **4.3 Other Services**

- IT Solutions
- IT Management
- Event Management
- Software Solutions
- Environmental Consultancy Services
- Surveys
- Audits
- Bespoke Ordering
- Customised Training

## **5 Lot 3 – Total Print Solutions (including Lots 1 and 2)**

Lot 3 offers members the opportunity to call off requirements for services spanning both Lot 1 and 2, enabling both the member and supplier to develop and implement a total print solution under the remit of a single supplier.

## APPENDIX 1.1

KPI No	Key Performance Indicator Details	How Measured	Target Service Level % or unit
<b>Quotations</b>		<b>Quarterly Measurement</b>	<b>90%</b>
1	Bespoke Print quotes - within 1 working day	Supplier Report	
2	Direct Mail and Signage quotes - within 2 working days	Supplier Report	
3	Provision of final costs with 1 working day of project completion	Supplier Report	
<b>Project Requirements</b>		<b>Six Monthly Measurement</b>	<b>95%</b>
4	Rent and Service charge review letters delivered to recipients as per mailing timetable. Letters should be distributed in such a way as to ensure that they are received by Friday of the week.	Supplier Report	
5	Mailing accuracy as per schedule (in terms of the quality and quantities of the letters delivered on time as planned).	Supplier Report	
6	any other project requirement within the detailed timeline shared with stakeholders	Supplier Report	Ad hoc measure
<b>Stockholding &amp; Monitoring</b>		<b>Quarterly Measurement</b>	<b>95%</b>
7	Percentage of orders fulfilled from stock within 3 days	Supplier Report	
8	Stock Level report to be issued every 3 months to category manager	Supplier Report	
9	% of items on back order		< 5%
<b>Invoicing &amp; Reporting</b>		<b>Quarterly Measurement</b>	<b>95%</b>
10	Accurate invoices per quarter - invoicing in accordance with quotes or contract prices	Spot Checks, Complaints and supplier report	
11	Finance queries answered within 1 working day	Supplier Report	
<b>Production &amp; Distribution</b>		<b>Quarterly Measurement</b>	<b>95%</b>
12	Orders printed and delivered on time - within 5-7 working days from proof approval	Supplier Report	
13	Return Report - number of accepted products vs Returned items	Supplier Report	
14	Stocked items ordered before 3pm delivered next working day	Supplier Report	
15	Rent statements - Mailed within 5 working days of live laser approval	Supplier Report	
16	Rent statements live laser proofs provided within 1 working day of data receipt	Supplier Report	
17	Item Produced meets brand guidelines	Complaints	

<b>Account Management</b>		<b>Quarterly Measurement</b>	<b>90%</b>
18	Delivery and general enquiries to be resolved with 1 working day	Supplier Report	
19	Percentage of issues received within 1 working day	Supplier Report	
19	Invoice queries to be resolved within 2 working days	Supplier Report	
20	Availability of CDP representative to attend meeting requests	Supplier Report	
<b>Artwork &amp; Proofing</b>		<b>Quarterly Measurement</b>	<b>90%</b>
21	Proofs to be issued within 24 hours of request		
<b>Hybrid Mail</b>		<b>Quarterly Measurement</b>	<b>95%</b>
22	on line availability of portal	Supplier Report	
23	Response to Easypost queries & requests within 1 day	Supplier Report	
<b>Misc</b>		<b>Quarterly Measurement</b>	<b>95%</b>
24	Online availability of SFTP site for data exchange	Supplier Report	
25	images issued of completed signage jobs within 1 working day	Supplier Report	
26	Social value report relevant to this contract	Supplier Report	



## **APPENDIX 1.2**

[Sustainability Report 2023 | Sanctuary](#)

## **APPENDIX 1.3**

[We've published our new Decarbonisation and Net Zero Strategy 2023-2026 | Sanctuary](#)

APPENDIX 2.0

Lot 1 - Print Basket

Supplier Name:	Continuous Dataprint (UK) Ltd
----------------	-------------------------------

Print Basket			Standard Option		Sustainable Option	
Title	Specification	Price Unit of Measure (UoM)	Quantity	Price as per UoM	Quantity	Price as per UoM
					Sustainable material	
Pocket Envelopes	C5 162MM X 229MM envelope C5 white 90gm commercial Envelope Self Seal window 45X100MM 72MM UP 15MM LEFT Printed 1 colour 2nd Class PPI (customer paid PPI) - 1/0 Face only	Per 1000	5000	£28.95	5000	£34.80
			15000	£85.87	15000	£103.52
			25000	£145.26	25000	£172.80
	C5 162MM X 229MM envelope C5 white 90gm commercial Envelope Gummed Printed 1 colour 2nd Class PPI (customer paid PPI) - 1/0 Face only	Per 1000	5000	£36.43	5000	£42.00
			15000	£108.42	15000	£128.32
			25000	£178.19	25000	£211.80
Notepad Wirebound	A4 Notepad + cover printed & backboard A4 - 297mm x 210mm - DS 100gm cover gloss, 90gm Bond, inner pages 50pp 5/5 1/0 Cover 4/0, printed and sealer throughout, inner pages 1/1 black Trimmed to Finished Size, wirebound	Per 1000	1-1000	£902.52	1-1000	£1,140.00
			1001- 2500	£779.60	1001- 2500	£984.00
			2501-5000	£694.90	2501-5000	£852.00
	A4 210mm x 297mm - 32pp - App Cover and 28pp Insert Cover: 300gm Regency Satin - Insert: 170gm Regency Satin 4 colours and sealer varnish throughout Crease, Fold, Double Wire Stitch and Trim to Finished Size	Per 1000	10000	£202.10	10000	£252.00
			10001- 25000	£184.50	10001- 25000	£231.00
			25000	£171.27	25000	£214.97
Report	A4 210mm x 297mm - 32pp - App Cover and 28pp Insert Cover: 300gm Regency Satin - Insert: 170gm Regency Satin 4 colours and sealer varnish throughout Crease, Fold, Double Wire Stitch and Trim to Finished Size	Per 1000	10000	£202.10	10000	£252.00
			10001- 25000	£184.50	10001- 25000	£231.00
			25000	£171.27	25000	£214.97
	A4 210mm x 297mm - 32pp - App Cover and 28pp Insert Cover: 300gm Regency Satin - Insert: 170gm Regency Satin 4 colours and sealer varnish throughout Crease, Fold, Double Wire Stitch and Trim to Finished Size	Per 1000	10000	£202.10	10000	£252.00
			10001- 25000	£184.50	10001- 25000	£231.00
			25000	£171.27	25000	£214.97
NCR Form Pads	A4 3 part NCR Pad, 1x white, 1x yellow 1x green, 50 sets per pad 80gm Bond Forms printed 1/0 black, writing shield printed 1/0 black Glued at the top, short edge for DL, Grey board back wraparound writing shield,	Per 100	1-100	£280.00	1-100	£320.00
			101-200	£480.00	101-200	£506.00
			201-300	£640.00	201-300	£691.20
	A4 3 part NCR Pad, 1x white, 1x yellow 1x green, 50 sets per pad 80gm Bond Forms printed 1/0 black, writing shield printed 1/0 black Glued at the top, short edge for DL, Grey board back wraparound writing shield,	Per 100	301-500	£1,040.00	301-500	£1,075.00
			501-1000	£1,540.00	501-1000	£1,594.00
			1001-2000	£2,040.00	1001-2000	£2,104.00
Presentation Folder	A4 Finished size - App (A4) - 2 pockets, 1 each side to base of folder approx height 100mm 150gm Revere or equivalent 100 Offset 4 colours throughout with 1 PMS to front only Make forme, cut and crease to take in 2 pockets, each glued in one position with 5mm capacity	Per 500	500	£463.50	500	£548.00
			1000	£927.00	1000	£1,096.00
			2500	£2317.50	2500	£2,790.00
	A4 Finished size - App (A4) - 2 pockets, 1 each side to base of folder approx height 100mm 150gm Revere or equivalent 100 Offset 4 colours throughout with 1 PMS to front only Make forme, cut and crease to take in 2 pockets, each glued in one position with 5mm capacity	Per 500	500	£463.50	500	£548.00
			1000	£927.00	1000	£1,096.00
			2500	£2317.50	2500	£2,790.00
Diary	A4 Diary DTAP 70 g white bond inner printed 1/1 black 370pp (185 DS), cover printed 1/0 black to face only Thread bound with padded balcon or equivalent cover: Vinyl, Textured Cover "Faux Leather"	Per 100	1-100	£1,172.30	1-100	£1,480.80
			101-250	£1,024.89	101-250	£1,281.08
			251-500	£842.40	251-500	£1,054.40
	A4 Diary DTAP 70 g white bond inner printed 1/1 black 370pp (185 DS), cover printed 1/0 black to face only Thread bound with padded balcon or equivalent cover: Vinyl, Textured Cover "Faux Leather"	Per 100	501-1000	£680.94	501-1000	£851.18
			1001+	£613.20	1001+	£772.72
			1-1000	£447.20	1-1000	£559.62
Leaflet	A5 - 148mm x 210mm - DS 150gm Silk 4/4 CMYK printed and sealer throughout Trimmed to Finished Size	Per 1000	10001- 25000	£15.01	10001- 25000	£18.96
			10000	£15.01	10000	£18.96
			50000	£75.05	50000	£94.80
	A4 - 210mm x 297mm - SS 100gm white bond 2/0 colours to face and sealer printed throughout Trimmed to Finished Size	Per 1000	10001- 25000	£15.01	10001- 25000	£18.96
			10000	£15.01	10000	£18.96
			50000	£75.05	50000	£94.80
Letterheads	Business Card - Company Generic 1 design overprint with contact details 350gm Silk 85mm x 55mm - Single Sided 4/0 CMYK printed and sealer throughout, Trimmed to Finished Size, 250 per individual Business Card - Company Generic	per 250	2500	£3.02	2500	£3.82
			5000	£6.04	5000	£7.64
			10000	£12.08	10000	£15.28
	Business Card - Company Generic 1 design overprint with contact details 350gm Silk 85mm x 55mm - Single Sided 4/0 CMYK printed and sealer throughout, Trimmed to Finished Size, 250 per individual Business Card - Company Generic	per 250	2500	£3.02	2500	£3.82
			5000	£6.04	5000	£7.64
			10000	£12.08	10000	£15.28
Magazine - A4	A4 - 210mm x 297mm - 16pp plus cover 150gm Gloss (16pp inner pages) plus 250gm Gloss Cover - Gloss Lamination on outer 4/4 CMYK printed and sealer throughout Crease, Fold, Double Wire Stitch and Trim to Finished size	Per 1000	10000	£18.18	10000	£22.73
			20000	£36.36	20000	£45.46
			40000	£72.73	40000	£90.91
	A4 - 210mm x 297mm - 16pp plus cover 150gm Gloss (16pp inner pages) plus 250gm Gloss Cover - Gloss Lamination on outer 4/4 CMYK printed and sealer throughout Crease, Fold, Double Wire Stitch and Trim to Finished size	Per 1000	10000	£18.18	10000	£22.73
			20000	£36.36	20000	£45.46
			40000	£72.73	40000	£90.91
Magazine - B5	B5 - 148mm x 210mm - 28pp plus cover 150gm Gloss (28pp inner pages) plus 250gm Gloss Cover - Gloss Lamination on outer 4/4 CMYK printed and sealer throughout Crease, Fold, Double Wire Stitch and Trim to Finished size	Per 1000	10000	£18.18	10000	£22.73
			20000	£36.36	20000	£45.46
			40000	£72.73	40000	£90.91
	B5 - 148mm x 210mm - 28pp plus cover 150gm Gloss (28pp inner pages) plus 250gm Gloss Cover - Gloss Lamination on outer 4/4 CMYK printed and sealer throughout Crease, Fold, Double Wire Stitch and Trim to Finished size	Per 1000	10000	£18.18	10000	£22.73
			20000	£36.36	20000	£45.46
			40000	£72.73	40000	£90.91
Brochure	A5 210mm x 148mm - 64pp - App Cover and 60pp Insert Cover: 300gm Edixion Challenger Offset - Insert: 150gm Regency Satin 4 colours and sealer printed throughout Crease cover - Fold Insert - gather - Perfect Bind and Trim to Finished Size	Per 1000	10000	£18.18	10000	£22.73
			20000	£36.36	20000	£45.46
			40000	£72.73	40000	£90.91
	A5 210mm x 148mm - 64pp - App Cover and 60pp Insert Cover: 300gm Edixion Challenger Offset - Insert: 150gm Regency Satin 4 colours and sealer printed throughout Crease cover - Fold Insert - gather - Perfect Bind and Trim to Finished Size	Per 1000	10000	£18.18	10000	£22.73
			20000	£36.36	20000	£45.46
			40000	£72.73	40000	£90.91
Compliment Slips	120mm x 59mm (1/3 A4) - SS 170gm Novatech Matt Art 4/0 colours and 1 PMS throughout Trim to Finished Size	Per 500	500	£41.27	500	£51.67
			1000	£82.54	1000	£103.34
			2500	£206.35	2500	£258.35
	120mm x 59mm (1/3 A4) - SS 170gm Novatech Matt Art 4/0 colours and 1 PMS throughout Trim to Finished Size	Per 500	500	£41.27	500	£51.67
			1000	£82.54	1000	£103.34
			2500	£206.35	2500	£258.35
Promotional Pens	Contour Pen (or equivalent) Allow for: Full colour Digital Print in two positions to body of pen Allow for: Print Area 30mm x 10mm White Pen - Rubbed Grip - Refillable	Per 500	500	£25.18	500	£31.48
			1000	£50.36	1000	£62.96
			2500	£125.90	2500	£157.40
	Contour Pen (or equivalent) Allow for: Full colour Digital Print in two positions to body of pen Allow for: Print Area 30mm x 10mm White Pen - Rubbed Grip - Refillable	Per 500	500	£25.18	500	£31.48
			1000	£50.36	1000	£62.96
			2500	£125.90	2500	£157.40
Lanyards	Lanyard: 900mm (450mm folded) x 20 (single colour) Material: Woven Polyester - White Fitted with safety break and metal trigger clip Allow for two colour single sided printing	Per 500	500	£48.25	500	£59.06
			1000	£96.50	1000	£118.12
			2500	£241.25	2500	£295.30
	Lanyard: 900mm (450mm folded) x 20 (single colour) Material: Woven Polyester - White Fitted with safety break and metal trigger clip Allow for two colour single sided printing	Per 500	500	£48.25	500	£59.06
			1000	£96.50	1000	£118.12
			2500	£241.25	2500	£295.30
Promotional waterbottle	750ml White water bottle with valve top Material: BPA free plastic Allow for: A full colour printed area of approximately 150 x 65 Approximate sizes: 220 x 140 mm - 750ml	Per 500	500	£44.88	500	£55.00
			1000	£89.76	1000	£110.00
			2500	£224.40	2500	£275.00
	750ml White water bottle with valve top Material: BPA free plastic Allow for: A full colour printed area of approximately 150 x 65 Approximate sizes: 220 x 140 mm - 750ml	Per 500	500	£44.88	500	£55.00
			1000	£89.76	1000	£110.00
			2500	£224.40	2500	£275.00
Promotional Mug	Windsor Mug (or equivalent) Material: Earthenware (ceramic) Allow for: A full colour printed area of approximately 150 x 65 Approximate sizes: 110mm x 77mm - 320ml	Per 500	500	£1,025.00	500	£1,281.25
			1000	£2,050.00	1000	£2,562.50
			2500	£5,125.00	2500	£6,406.25
	Windsor Mug (or equivalent) Material: Earthenware (ceramic) Allow for: A full colour printed area of approximately 150 x 65 Approximate sizes: 110mm x 77mm - 320ml	Per 500	500	£1,025.00	500	£1,281.25
			1000	£2,050.00	1000	£2,562.50
			2500	£5,125.00	2500	£6,406.25
Promotional Bag	Tote Bag: 380mm x 420mm (approx) Material: Natural (un-bleached) Cotton i.e. (Cream/light beige) 140gm 4oz or similar Allow for an approximate: 200mm x 200mm Print Area Allow for: Single sided full colour print	Per 500	500	£463.50	500	£548.00
			1000	£927.00	1000	£1,096.00
			2500	£2317.50	2500	£2,790.00
	Tote Bag: 380mm x 420mm (approx) Material: Natural (un-bleached) Cotton i.e. (Cream/light beige) 140gm 4oz or similar Allow for an approximate: 200mm x 200mm Print Area Allow for: Single sided full colour print	Per 500	500	£463.50	500	£548.00
			1000	£927.00	1000	£1,096.00
			2500	£2317.50	2500	£2,790.00
Pull-up Banners	Grasshopper Banner (or equivalent) Approx: H 2100mm x W 800mm Twist out feet Include for carry bag - Exclude delivery Allow for: SS, High Definition Full Colour Laminated Print Material: Polyester	each	1	£95.98	1	£63.90
			2	£191.96	2	£127.80
			5	£479.90	5	£319.50
	Grasshopper Banner (or equivalent) Approx: H 2100mm x W 800mm Twist out feet Include for carry bag - Exclude delivery Allow for: SS, High Definition Full Colour Laminated Print Material: Polyester	each	10	£479.90	10	£319.50
			20	£959.80	20	£639.00
			50	£2399.50	50	£1597.50

Print Mailing Basket		Standard					Sustainable Option				
Item	Brief Supplied	Qty	Production Cost per 1000 copies	Fulfillment Cost per 1000 copies	Total Cost	Comments	Qty	Production Cost per 1000 copies	Fulfillment Cost per 1000 copies	Total Cost	Sustainable material
letter	Receive Data File Assume quantities as per Column D A4 Standard Document Issued - Bond 80gsm - 1/0 (Black), folded & inserted into C5 Window Envelope 90gsm and posted to individual addresses (excluding postal costs)	1 - 1000	£230.63	£41.98	£272.61	Material is FSC	1 - 1000	£253.11	£41.98	£295.09	100% Recycled Paper & Envelope
		1001 - 4000	£109.11	£20.52	£129.63	Material is FSC	1001 - 4000	£132.96	£20.52	£153.48	100% Recycled Paper & Envelope
		4001 - 10000	£71.02	£11.35	£82.37	Material is FSC	4001 - 10000	£88.68	£11.35	£100.03	100% Recycled Paper & Envelope
		10001 - 20000	£54.00	£8.63	£62.63	Material is FSC	10001 - 20000	£65.72	£8.63	£74.34	100% Recycled Paper & Envelope
		20001 - 30000	£44.74	£7.68	£52.41	Material is FSC	20001 - 30000	£57.83	£7.68	£65.51	100% Recycled Paper & Envelope
		30000 +	£42.29	£7.44	£49.73	Material is FSC	30000 +	£55.33	£7.44	£62.77	100% Recycled Paper & Envelope
	Receive Data File Assume quantities as per Column D A4 Standard Document Issued - Bond 80gsm - 1/1 (Black), folded & inserted into C5 Window Envelope 90gsm and posted to individual addresses (excluding postal costs)	1 - 1000	£232.21	£41.98	£274.19	Material is FSC	1 - 1000	£256.93	£41.98	£298.91	100% Recycled Paper & Envelope
		1001 - 4000	£109.74	£20.52	£130.26	Material is FSC	1001 - 4000	£137.40	£20.52	£157.92	100% Recycled Paper & Envelope
		4001 - 10000	£71.25	£11.35	£82.60	Material is FSC	4001 - 10000	£89.32	£11.35	£100.68	100% Recycled Paper & Envelope
		10001 - 20000	£55.33	£8.63	£63.95	Material is FSC	10001 - 20000	£67.56	£8.63	£76.18	100% Recycled Paper & Envelope
		20001 - 30000	£44.80	£7.68	£52.48	Material is FSC	20001 - 30000	£57.94	£7.68	£65.62	100% Recycled Paper & Envelope
		30000 +	£42.35	£7.44	£49.79	Material is FSC	30000 +	£55.42	£7.44	£62.86	100% Recycled Paper & Envelope
	Receive Data File Assume quantities as per Column D A4 Standard Document Issued - Bond 80gsm - 4/0 (CMYK), folded & inserted into C5 Window Envelope 90gsm and posted to individual addresses (excluding postal costs)	1 - 1000	£246.77	£41.98	£288.75	Material is FSC	1 - 1000	£260.08	£41.98	£302.06	100% Recycled Paper & Envelope
		1001 - 4000	£115.57	£20.52	£136.09	Material is FSC	1001 - 4000	£132.98	£20.52	£153.50	100% Recycled Paper & Envelope
		4001 - 10000	£73.33	£11.35	£84.68	Material is FSC	4001 - 10000	£87.67	£11.35	£99.02	100% Recycled Paper & Envelope
		10001 - 20000	£55.08	£8.63	£63.71	Material is FSC	10001 - 20000	£67.99	£8.63	£76.61	100% Recycled Paper & Envelope
		20001 - 30000	£46.38	£7.68	£54.06	Material is FSC	20001 - 30000	£56.81	£7.68	£64.49	100% Recycled Paper & Envelope
		30000 +	£42.84	£7.44	£50.27	Material is FSC	30000 +	£53.96	£7.44	£61.40	100% Recycled Paper & Envelope
	Receive Data File Assume quantities as per Column D A4 Standard Document Issued - Bond 80gsm - 4/4 (CMYK), folded & inserted into C5 Window Envelope 90gsm and posted to individual addresses (excluding postal costs)	1 - 1000	£262.50	£41.98	£304.48	Material is FSC	1 - 1000	£289.82	£41.98	£331.80	100% Recycled Paper & Envelope
		1001 - 4000	£121.87	£20.52	£142.39	Material is FSC	1001 - 4000	£145.77	£20.52	£166.29	100% Recycled Paper & Envelope
		4001 - 10000	£75.58	£11.35	£86.93	Material is FSC	4001 - 10000	£91.79	£11.35	£103.14	100% Recycled Paper & Envelope
		10001 - 20000	£56.13	£8.63	£64.75	Material is FSC	10001 - 20000	£68.67	£8.63	£77.29	100% Recycled Paper & Envelope
		20001 - 30000	£46.02	£7.68	£53.69	Material is FSC	20001 - 30000	£58.59	£7.68	£66.26	100% Recycled Paper & Envelope
		30000 +	£43.36	£7.44	£50.80	Material is FSC	30000 +	£55.89	£7.44	£63.33	100% Recycled Paper & Envelope
Brochure	Receive 1 No. Excel Data File: Assume file contains records as per quantities stated Column D Brochure finished size A4 Portrait saddlestitched, 2 stitches 22pp / 4/4 130gsm Silk Additional Sheet A4 80gsm bond 1/0 (Black - Name, Address and PPI Polywrap for posting to individual addresses (excluding postal costs)	1 - 1000	£401.61	£93.60	£495.21	Recycled paper and FSC	1 - 1000	£540.91	£93.60	£634.51	Plataclench and recycled material
		1001 - 4000	£234.32	£60.80	£295.13	Recycled paper and FSC	1001 - 4000	£274.78	£60.80	£335.58	Plataclench and recycled material
		4001 - 10000	£158.44	£47.50	£205.94	Recycled paper and FSC	4001 - 10000	£225.40	£47.50	£272.90	Plataclench and recycled material
		10001 - 20000	£136.03	£42.37	£178.40	Recycled paper and FSC	10001 - 20000	£197.36	£42.37	£239.73	Plataclench and recycled material
		20001 - 30000	£128.18	£40.28	£168.46	Recycled paper and FSC	20001 - 30000	£182.60	£40.28	£222.88	Plataclench and recycled material
		30000 +	£124.17	£39.74	£163.90	Recycled paper and FSC	30000 +	£176.79	£39.74	£216.53	Plataclench and recycled material
	Receive 1 No. Excel Data File: Assume file contains records as per quantities stated Column D Brochure finished size A5 portrait (Printed size A4 Landscape) saddlestitched 2 stitches 16pp (A4 Landscape) 4/4, CMYK Silk - 170gsm Polywrap for posting to individual addresses (excluding postal costs)	1 - 1000	£216.15	£73.15	£289.30	Recycled paper and FSC	1 - 1000	£268.19	£73.15	£341.34	Plataclench and recycled material
		1001 - 4000	£140.58	£50.54	£191.12	Recycled paper and FSC	1001 - 4000	£200.27	£50.54	£250.81	Plataclench and recycled material
		4001 - 10000	£89.16	£40.03	£129.19	Recycled paper and FSC	4001 - 10000	£118.03	£40.03	£158.06	Plataclench and recycled material
		10001 - 20000	£72.11	£33.88	£105.99	Recycled paper and FSC	10001 - 20000	£104.57	£33.88	£138.44	Plataclench and recycled material
		20001 - 30000	£67.80	£31.73	£99.53	Recycled paper and FSC	20001 - 30000	£96.82	£31.73	£128.55	Plataclench and recycled material
		30000 +	£65.11	£31.19	£96.30	Recycled paper and FSC	30000 +	£94.30	£31.19	£125.49	Plataclench and recycled material
A5 Leaflet	Receive Artwork and Excel Data Files: Assume file contains records as per quantities Column D Utilising artwork supplied: Print 1 No. Individual A5 Leaflet A5 - 170gsm - White Bond - 4/4 CMYK Polywrap for posting to individual addresses (excluding postal costs)	1 - 1000	£46.25	£73.15	£119.40	Recycled paper and FSC	1 - 1000	£59.28	£73.15	£132.43	No carrier weight directly into recycled poly. Recycled paper
		1001 - 4000	£27.97	£50.54	£78.51	Recycled paper and FSC	1001 - 4000	£36.58	£50.54	£87.12	No carrier weight directly into recycled poly. Recycled paper
		4001 - 10000	£14.73	£40.57	£55.30	Recycled paper and FSC	4001 - 10000	£19.49	£40.57	£60.07	No carrier weight directly into recycled poly. Recycled paper
		10001 - 20000	£11.92	£34.83	£46.75	Recycled paper and FSC	10001 - 20000	£15.96	£34.83	£50.79	No carrier weight directly into recycled poly. Recycled paper
		20001 - 30000	£10.93	£32.68	£43.61	Recycled paper and FSC	20001 - 30000	£14.72	£32.68	£47.40	No carrier weight directly into recycled poly. Recycled paper
		30000 +	£10.70	£29.64	£40.34	Recycled paper and FSC	30000 +	£14.42	£29.64	£44.06	No carrier weight directly into recycled poly. Recycled paper
Postcard	Receive 1 No. Data File and 1 No. PDF Artwork File: Assume file contains records as per quantities Column D Process and Print from file A5 Postcard - 300gsm uncoated - CMYK - 4/4 To Reverse: Personalise, Name, Address and PPI - Black posting to individual addresses (excluding postal costs)	1 - 1000	£52.49	£47.50	£99.99	FSC postcard board	1 - 1000	£57.91	£47.50	£105.41	Recycled postcard board
		1001 - 4000	£36.61	£22.80	£59.41	FSC postcard board	1001 - 4000	£45.08	£22.80	£67.88	Recycled postcard board
		4001 - 10000	£20.89	£15.87	£36.77	FSC postcard board	4001 - 10000	£27.31	£15.87	£43.19	Recycled postcard board
		10001 - 20000	£18.08	£12.92	£31.00	FSC postcard board	10001 - 20000	£24.31	£12.92	£37.23	Recycled postcard board
		20001 - 30000	£17.10	£10.83	£27.93	FSC postcard board	20001 - 30000	£23.35	£10.83	£34.18	Recycled postcard board
		30000 +	£16.84	£10.29	£27.13	FSC postcard board	30000 +	£23.11	£10.29	£33.40	Recycled postcard board

			No. of copies - Standard							No. of copies - Sustainable Material						
Optional Extras		Price Per	1 - 1000	1001 - 4000	4001 - 10000	10001 - 20000	20001 - 30000	30000 +	Comments	1 - 1000	1001 - 4000	4001 - 10000	10001 - 20000	20001 - 30000	30000 +	Sustainable material
Substitutions	Insurance for substituting an A4 letter from 80gsm bond to 80gsm bond material	per 1000 copies	£3.84	£3.84	£3.84	£3.84	£3.84	£3.84	100% recycled	£3.19	£3.19	£3.19	£3.19	£3.19	£3.19	50% Recycled
	Insurance for substituting an A4 letter from 80gsm bond to 100gsm bond material	per 1000 copies	£1.67	£1.67	£1.67	£1.67	£1.67	£1.67	100% recycled	£2.36	£2.36	£2.36	£2.36	£2.36	£2.36	50% Recycled
	Insurance for substituting an A4 letter from 80gsm bond to 120gsm bond material	per 1000 copies	£3.32	£3.32	£3.32	£3.32	£3.32	£3.32	100% recycled	£4.71	£4.71	£4.71	£4.71	£4.71	£4.71	50% Recycled
	Insurance for substituting a C5 window envelope to C5 Plain Envelope 90gsm - printed 3/1 (Black - Name, Address and PPI and return address)	per 1000 copies	£34.40	£34.40	£34.40	£34.40	£22.60	£12.50	100% recycled	£45.14	£45.14	£45.14	£34.23	£20.57	£17.33	100% Recycled Envelope
	Insurance for substituting polywrap for A4 80gsm Plain Window Envelope	per 1000 copies	£33.35	£20.97	£22.05	£17.46	£16.28	£14.28	100% recycled	£36.34	£24.04	£24.28	£17.12	£16.69	£14.69	100% Recycled Envelope
	Insurance for substituting polywrap for A4 80gsm Plain Window Envelope	per 1000 copies	£22.95	£44.80	£44.80	£29.48	£21.96	£21.96	100% recycled	£47.69	£44.81	£45.79	£29.62	£28.47	£25.05	100% Recycled Envelope
	Insurance for substituting polywrap for C5 80gsm Plain Window Envelope	per 1000 copies	£8.10	£1.49	£6.30	£6.71	£5.40	£3.11	100% recycled	£23.21	£11.38	£13.86	£8.52	£7.34	£7.14	100% Recycled Envelope
	Insurance for additional envelope to C5 80gsm Plain Window Envelope	per 1000 copies	£3.60	£17.19	£18.00	£18.41	£18.38	£18.88	100% recycled	£14.94	£25.11	£25.59	£18.85	£18.07	£18.79	100% Recycled Envelope
	Insurance for 1 no additional enclosed DL size Business Reply Envelope	per 2000 copies	£10.40	£27.00	£17.38	£18.91	£18.31	£18.98	100% recycled	£13.98	£13.98	£15.55	£15.00	£13.39	£12.96	100% Recycled Envelope
	Insurance for additional sheet: A4 80gsm bond printed 1/0 black folded and inserted into polywrap	per 1000 copies	£38.55	£36.40	£13.25	£11.45	£28.16	£28.58	100% recycled	£42.77	£39.80	£36.62	£35.12	£34.42	£34.42	100% recycled paper
	Insurance for additional sheet: A4 80gsm bond printed 1/1 black folded and inserted into polywrap	per 1000 copies	£40.58	£37.89	£14.74	£12.94	£31.14	£31.14	100% recycled	£45.59	£42.62	£39.84	£37.96	£36.24	£36.24	100% recycled paper
Additional items	Insurance for additional sheet: A4 80gsm bond printed 4/0 CMYK folded and inserted into polywrap	per 1000 copies	£23.30	£20.78	£17.10	£16.35	£44.03	£44.03	100% recycled	£48.15	£45.18	£42.00	£38.90	£38.80	£38.80	100% recycled paper
	Insurance for additional sheet: A4 80gsm bond printed 4/4 CMYK folded and inserted into polywrap	per 1000 copies	£68.86	£66.71	£62.56	£60.76	£38.96	£38.96	100% recycled	£76.36	£73.98	£69.41	£66.71	£67.03	£67.03	100% recycled paper
	Insurance for additional sheet: A4 80gsm bond printed 1/0 black folded and inserted into C5 Envelope	per 1000 copies	£5.40	£1.40	£1.40	£1.40	£1.40	£1.40	100% recycled	£14.30	£14.30	£14.30	£14.30	£14.30	£14.30	100% recycled paper
	Insurance for additional sheet: A4 80gsm bond printed 1/1 black folded and inserted into C5 Envelope	per 1000 copies	£33.89	£33.89	£33.89	£33.89	£33.89	£33.89	100% recycled	£37.12	£37.12	£37.12	£37.12	£37.12	£37.12	100% recycled paper
	Insurance for additional sheet: A4 80gsm bond printed 4/0 CMYK folded and inserted into C5 Envelope	per 1000 copies	£29.78	£29.78	£29.78	£29.78	£29.78	£29.78	100% recycled	£33.78	£33.78	£33.78	£33.78	£33.78	£33.78	100% recycled paper
	Insurance for additional sheet: A4 80gsm bond printed 4/4 CMYK folded and inserted into C5 Envelope	per 1000 copies	£38.71	£38.71	£38.71	£38.71	£38.71	£38.71	100% recycled	£42.77	£42.77	£42.77	£42.77	£42.77	£42.77	100% recycled paper
	Insurance for additional sheet: A4 80gsm bond printed 1/0 black folded and inserted into polywrap	per 1000 copies	£35.97	£32.62	£29.67	£27.87	£26.07	£25.07	100% recycled	£39.69	£37.71	£35.74	£32.04	£27.34	£27.34	100% recycled paper
	Insurance for additional sheet: A4 80gsm bond printed 1/1 black folded and inserted into polywrap	per 1000 copies	£36.72	£33.37	£30.42	£28.62	£26.82	£25.82	100% recycled	£40.68	£38.70	£36.72	£33.02	£28.32	£28.32	100% recycled paper
	Insurance for additional sheet: A4 80gsm bond printed 4/0 CMYK folded and inserted into polywrap	per 1000 copies	£46.16	£44.01	£39.86	£38.06	£36.26	£35.26	100% recycled	£49.88	£47.80	£45.81	£42.11	£37.41	£37.41	100% recycled paper
	Insurance for additional sheet: A4 80gsm bond printed 4/4 CMYK folded and inserted into C5 Envelope	per 1000 copies	£29.47	£29.47	£29.47	£29.47	£29.47	£29.47	100% recycled	£33.46	£33.46	£33.46	£33.46	£33.46	£33.46	100% recycled paper
	Insurance for additional sheet: A4 80gsm bond printed 1/0 black folded and inserted into C5 Envelope	per 1000 copies	£3.82	£3.82	£3.82	£3.82	£3.82	£3.82	100% recycled	£3.82	£3.82	£3.82	£3.82	£3.82	£3.82	100% recycled paper
Insurance for additional sheet: A4 80gsm bond printed 1/1 black folded and inserted into C5 Envelope	per 1000 copies	£6.57	£6.57	£6.57	£6.57	£6.57	£6.57	100% recycled	£12.84	£12.84	£12.84	£12.84	£12.84	£12.84	100% recycled paper	
Insurance for additional sheet: A4 80gsm bond printed 4/0 CMYK folded and inserted into C5 Envelope	per 1000 copies	£13.01	£13.01	£13.01	£13.01	£13.01	£13.01	100% recycled	£13.01	£13.01	£13.01	£13.01	£13.01	£13.01	100% recycled paper	
Insurance for additional sheet: A4 80gsm bond printed 4/4 CMYK folded and inserted into C5 Envelope	per 1000 copies	£26.40	£26.40	£26.40	£26.40	£26.40	£26.40	100% recycled	£33.21	£33.21	£33.21	£33.21	£33.21	£33.21	100% recycled paper	

## Lot 1 - Inbound Mail

<b>Supplier Name:</b>	<b>Continuous Dataprint (UK) Ltd</b>
-----------------------	--------------------------------------

<b>Service Element</b>	<b>Detail</b>	<b>Quantity</b>	<b>Cost per Unit</b>
<b>Inbound Mail</b>	Receive mail items (quantities as per below), allowing for a mix of	Unit Cost: 1 - 500 per month	£0.78
	SS, DS and separation of any cherished items, scan,	Unit Cost: 501 - 2000 per month	£0.78
	digitalise and issue securley to up to individual email addresses:	Unit Cost: 2001 - 5000 per month	£0.77
		Unit Cost: 5001 - 10000 per month	£0.77
		Unit Cost: 10000 - 25000 per month	£0.76
<b>Inbound Mail Centralised</b>	Receive mail items (quantities as per below), allowing for a mix of	Unit Cost: 1 - 500 per month`	£0.76
	SS, DS and separation of any cherished items, scan,	Unit Cost: 501 - 2000	£0.76
	digitalise and issue securley to up to 1 email addresses:	Unit Cost: 2001 - 5000	£0.75
		Unit Cost: 5001 - 10000	£0.75
		Unit Cost: 10000 - 25000	£0.74
<b>Inbound Mail - Cherished Items (Cheques/Passport etc) Non-Bulk</b>	Collect Cherished Items (quantities as below) - Scan and	Unit Cost - Items: 1 - 5	£2.90
	digitalise covering letters (SS) - Post Items: C5 Tear Proof White,	Unit Cost - Items: 6 - 50	£2.90
	allow for personalising, name, address - Signed for delivery	Unit Cost Items: 51 - 100	£2.90
	(exclude postal costs)	Unit Cost Items: 100+	£2.90

## APPENDIX 2.1

## Sanctuary Housing Pricing Catalogue

Submitted On	Item Code	Item Description	Qty	Unit Price
08/09/2023	BIZCARDSDS024	Business Card - SSL SCHEME CARD - Doddington Court	1	£19.45
10/03/2023	DYPRO	Dpro Brochure holder floor stand dispenser - D5303	1	£255.00
05/04/2023	PICKPACK	Pick and Pack / Delivery	1	£8,481.03
06/12/2023	POSTAGE2ND	2nd Class Postage STL	939	£0.65
19/05/2023	SAN	Rent Review Scotland May	8,303	£0.27
07/12/2023	SAN018024	Sanctuary Easypost Department: GAS	7,399	£0.99
07/12/2023	SAN018025	Sanctuary Easypost Department: FIRE	1,713	£0.91
07/02/2023	SAN16088	Tenancy Sign Up Pack A4 Folders/Inserts (Box 20)	1	£71.02
02/03/2023	SAN16123	SSL TDAS Poster with Pull Off tabs	1,000	£0.28
17/11/2023	SAN16153	Calling Cards - Income (0800 916 1516)	20,000	£0.02
13/01/2023	SAN16164	Avenue Services Pens (Green)	250	£0.65
13/01/2023	SAN16164PARADE	Avenue Services Pens (Parade - black)	250	£0.65
09/02/2023	SAN16252	Water Hygiene (Legionella) Leaflets (Pack 100)	9	£15.80
22/03/2023	SAN16322	Balloons - SSL - 2 Colours (Pack 30)	13	£3.96
22/03/2023	SAN16359	Complaints leaflet - SSL A5 4pp (Pack 50)	53	£6.40
05/09/2023	SAN16402	Calling Cards - Scotland - Cumbernauld	300	£0.21
26/04/2023	SAN16404	Calling Cards - Scotland - Glasgow	500	£0.17
22/03/2023	SAN16548	SSL Welcome Folder (Box 20)	44	£7.50
22/03/2023	SAN16556	Letterhead - SRL (Pack 100)	24	£4.16
22/03/2023	SAN16558	Calling Card - SRL (Pack 100)	33	£6.84
22/03/2023	SAN16559	Comment Card - SRL (Pack 100)	30	£5.46
22/03/2023	SAN16560	Complaint Leaflet - SRL (Pack 100)	29	£11.57
22/03/2023	SAN16561	SRL Sign Up Folders - SRL (Box 20)	70	£13.06
27/11/2023	SAN16584	Signing in sheets - Staff (Pack 50)	1	£11.65
27/11/2023	SAN16585	Signing in sheets - Visitors (Pack 50)	1	£10.45
15/03/2023	SAN16662	Pads - Maintenance Inspection Service Cert	50	£4.03
06/12/2023	SAN16718	1st Class Postage STL	1,352	£1.02
02/08/2023	SAN16754	Banner - CQC Banner 3x1 Winsor	1	£165.00
08/12/2023	SAN16760	A4 CCTV signs for SSL (Each of 1)	1	£10.25
16/06/2023	SAN16761	A4 NO SMOKING signs (Each of 1)	5	£7.30
22/03/2023	SAN16863	Welcome Guide - SRL 36pp (PACK 20)	4	£25.74
09/02/2023	SAN16883	Stock - Blocked Drains (PACK 100)	7	£14.22
22/03/2023	SAN16912	Lanyard - SRL (Pack 20) Purple	9	£11.22
03/02/2023	SAN16923	Daily Key Record Books	12	£21.83
22/03/2023	SAN17051	SRL - Welcome Card/Envelope A5 4pp (Pack 50)	5	£50.20
22/03/2023	SAN17098	Balloons - SRL - 3 Colours (Pack 30)	43	£3.69
22/03/2023	SAN17102	SRL Activity Survey A5 1pp (Pack 100)	13	£5.07
22/03/2023	SAN17103	SRL Activity Feedback A5 (Pack 100)	10	£5.07
11/05/2023	SAN17109	Sanctuary care 15mm Lanyard - New Logo	300	£1.56
01/06/2023	SAN17116	Students Repair sets - without reverse	1,000	£0.18
20/09/2023	SAN17144	Visitor Permit - Parking Scratch off (Morningside)	2,000	£0.67

02/08/2023	SAN17156	Care Brochure - 210mm x 210mm with Pocket (Box 50)	20	£69.75
03/02/2023	SAN17156B	Care Brochure - 210mm x 210mm with Pocket (Box 50)	2,175	£1.41
22/09/2023	SAN17161	Care Volunteering Leaflet A5 4pp (PACK 50)	100	£0.82
22/09/2023	SAN17162	Care Work Experience Leaflet A4 4pp (PACK 50)	100	£1.21
02/11/2023	SAN17163	Banner - Care Volunteering (Generic) 1.5mx0.7	12	£34.16
22/09/2023	SAN17164	Pull Up Banner - Vol / Work Experience	1	£107.50
11/09/2023	SAN17172	Care - Birthday Card (210x210)	25	£5.28
12/07/2023	SAN17175	Students - Kitchen Board Posters	100	£2.40
13/04/2023	SAN17220	Banner 3x1m East Park Court CQC	1	£165.00
16/05/2023	SAN17258	Pen - TDAS - Contour Extra Ballpen - White/White	1,000	£0.48
17/10/2023	SAN17276	Nunthorpe Oaks Care Insert	100	£1.56
22/08/2023	SAN17292	Postage 2nd Class LL	837	£1.40
28/09/2023	SAN17317	Care Insert - Caton House	50	£1.84
15/06/2023	SAN17320	Care Insert - Ravenhurst	100	£1.26
16/10/2023	SAN17332B	Staff Awards Nomination Cards (Care home & office)	2,000	£0.08
30/01/2023	SAN17341C	Care Fee leaflet - Fernhurst	2	£12.50
09/02/2023	SAN17341D	Care Fee leaflet - Howard House	4	£8.25
15/02/2023	SAN17347	Temporary heater flyer (PACK 500)	1,000	£0.16
14/12/2023	SAN17411	Maintenance - Fire Safety Remedial pads	50	£4.42
09/02/2023	SAN17417	Pests & Infestations leaflet (Pack 50)	10	£15.80
03/08/2023	SAN17440	C5 2nd Class BRE Hull for EasyPost useage	1,000	£0.13
13/11/2023	SAN17445	Sanctuary Easypost Department: Housing	13,264	£1.36
07/08/2023	SAN17448	Care Insert - Redhill Court	100	£1.65
27/06/2023	SAN17455	Care Insert - The Rosary	100	£1.65
24/04/2023	SAN17461	Care Insert - Breme Residential Care home	50	£1.95
15/03/2023	SAN17471	CCTV Service pad - Sanctuary Maintenance	50	£4.03
22/06/2023	SAN17517	Bike tag labels (3 sorts)	600	£0.36
10/05/2023	SAN17528	Care Insert - Willow Gardens	50	£1.95
15/03/2023	SAN17530LAM	Wellbeing booklets with laminated cover	6,400	£0.37
28/06/2023	SAN17563	Care Insert - Juniper House	100	£1.65
11/07/2023	SAN17567	Care Insert - The Beeches	100	£1.65
13/09/2023	SAN17568	Care Insert - Bartley Green Lodge	100	£1.64
28/11/2023	SAN17591	Care Insert - Wantage Nursing Home	50	£1.95
07/12/2023	SAN17604	Sanctuary Easypost Dept: Rent & Service Charge	817	£1.80
23/01/2023	SAN17605	Scheme Satisfaction Survey (SUPPLY A3)	6,800	£0.20
20/01/2023	SAN17607	Scheme Satisfaction Survey Mailing (individuals)	1,381	£0.54
18/01/2023	SAN17620	C5 2nd BRE Hull JAYNE JOHNSON for Easypost useage	6,000	£0.05
20/01/2023	SAN17628	Scheme Satisfaction Survey Mailing (batched file)	5,381	£0.31
23/01/2023	SAN17656	Sanctuary Rent Review July 2023	16,669	£0.53
07/08/2023	SAN17657	Home enquiry checklist	300	£0.39
20/07/2023	SAN17667	Activities Menu Asian lifestyle	50	£1.36
30/10/2023	SAN17679	Guide to paying for long-term care	25	£3.20



18/12/2023	SAN17681	Sanctuary Pension Letters	284	£1.10
06/12/2023	SAN17683	November 2023_Sanctuary Landlord Gas Safety Letter/Certificates	2,173	£0.96
06/12/2023	SAN17685	November 2023 Sanctuary Care Invoices (CDP)	2,291	£0.28
15/02/2023	SAN17689	A4 Resident Parking Permit Base Stock - Gascoyne Est.	1,000	£1.03
14/11/2023	SAN17699	Care Insert - Abercorn House	25	£2.68
06/02/2023	SAN17734	Resident Car Park Permits print/post NOV/DEC/JAN	222	£2.53
03/08/2023	SAN17744	Sanctuary Students - Charger please switch off stickers 70 x 10mm	5,000	£0.07
07/11/2023	SAN17758	Calling Cards (0800 131 3348) New branding	5,000	£0.04
03/02/2023	SAN17760	Care Insert - Lake View	25	£2.64
23/03/2023	SAN17774	Care Home Location Map	1	£70.00
11/10/2023	SAN17776	NEW XC5 window Reward & Wellbeing (colour)	6,500	£0.07
10/08/2023	SAN17805PURPLE	SSL Pens (purple) - PACK of 50	78	£15.54
01/06/2023	SAN17831	Sanctuary Update Mailings	888	£0.27
30/10/2023	SAN17836	Our guide to respite care booklets	25	£3.64
08/06/2023	SAN17839	NEW RUCR-UYAL-JGYC 2nd Class Marybone BRE easypost	2,000	£0.08
10/05/2023	SAN17845	Sanctuary Care - printed envelopes	100	£2.36
11/05/2023	SAN17872	Values pull up banner	2	£90.00
27/02/2023	SAN17874	SSL new branding lanyards **FOR STAFF ONLY** (Pack 20)	60	£14.23
10/08/2023	SAN17874	SSL new branding lanyards **FOR STAFF ONLY** (Pack 20)	50	£17.08
19/12/2023	SAN17876	SSL Trolley Coin keyrings (PACK 50)	42	£23.95
10/08/2023	SAN17877	SSL A5 notepads (PACK 25)	66	£15.64
26/09/2023	SAN17878	SSL Bookmarks (PACK 50) NEW BRANDING	30	£4.80
22/11/2023	SAN17879	SSL new branding Post It Notes - (Pack 20)	75	£15.75
27/02/2023	SAN17881	SSL Natural Cotton XL bags (PACK of 25)	42	£40.24
30/10/2023	SAN17881	SSL Natural Cotton XL bags (PACK of 25)	60	£39.08
04/04/2023	SAN17882	Enquiry Support Team Leaflets - 205 x 205 version	200	£0.45
28/07/2023	SAN17896	Care Insert - Regent Residential Care Home	100	£1.65
13/04/2023	SAN17910	P60 letter mailing	9,129	£0.05
22/06/2023	SAN17924	SSL Comment Card - (Pack 25)	80	£2.60
12/12/2023	SAN17928	Enriching Lives folders and inserts pack	120	£4.59
19/07/2023	SAN17937	Sanc Care Resident Survey 2023 (numbered) 2 KINDS	5,577	£0.19
28/06/2023	SAN17941	Care Insert - Fernihurst	100	£1.65
15/11/2023	SAN17947	Sanctuary Group No access cards Octavian Centre	1,000	£0.08
27/10/2023	SAN17956	Visitor Permit - Parking Scratch off (Kingsmead)	3,000	£0.50
04/08/2023	SAN17957	Care Insert - Barony Lodge	50	£1.95
15/09/2023	SAN17958	A4 CCTV signs	4	£20.75
10/07/2023	SAN17960	3x1m Generic pre-bookable respite care banners	3	£146.45
15/11/2023	SAN17965	SSL Calling Card - new branding (Pack 50)	1	£5.25
30/08/2023	SAN17974	SSL - Recruitment Cards - new branding (Pack 50)	20	£4.25



12/05/2023	SAN17979	Sanctuary Property North Letters	38	£1.37
30/10/2023	SAN17982	Care Insert - Ridgewood Court	25	£2.68
28/11/2023	SAN17993	Sanctuary Property Midlands Letters	16	£1.40
03/01/2023	SAN18002	Sanctuary Leaflet Mailing	887	£0.27
21/12/2023	SAN18010	Care Inserts - 90 sorts	4,325	£0.94
08/12/2023	SAN18012	Tenancy Sign Up Packs (Box 20)	3	£145.00
03/01/2023	SAN18017	Generic Leaflet for Haringey	900	£0.14
30/01/2023	SAN18019	Grounds Maintenance Team calling pads	10	£9.30
02/08/2023	SAN18021	Reward & Wellbeing brochure mailing	837	£0.41
11/12/2023	SAN18022	DL 2nd Class freepost Scotland RTTG-TZKC-USAG	3,000	£0.05
11/12/2023	SAN18023	Sanctuary Scotland Letter & Comments Form	2,226	£0.25
12/01/2023	SAN18026	New Respite Suite Banner - Heathlands D/S	1	£227.95
16/01/2023	SAN18027	Care Insert - Sherwood Forest	50	£2.05
20/01/2023	SAN18028	Berryfields Letter & FAQ mailing	310	£0.60
27/01/2023	SAN18029	Rowanweald refurbishment banner	1	£165.00
21/02/2023	SAN18030	Sanctuary letter mailing	3,050	£0.17
09/02/2023	SAN18031	Generic Leaflet for Brighton	1,000	£0.14
09/02/2023	SAN18032	Generic Leaflet for Canterbury	1,480	£0.12
28/07/2023	SAN18033	Care Insert - The Winsor	50	£2.15
16/02/2023	SAN18034	Sanctuary Care A6 Thank you cards	100	£0.55
20/02/2023	SAN18035	Sanctuary Care pull up banners (14 sorts)	14	£46.86
20/02/2023	SAN18036	Employment Offer Brochures (3 kinds)	910	£1.13
20/02/2023	SAN18038	Sanctuary Harmonisation Mailing	883	£1.16
21/02/2023	SAN18039	Respite Leaflets Feb 23 (pre-bookable respite care) - 18 sorts	170,200	£0.04
06/03/2023	SAN18039FOLDED	Respite Leaflets Feb 23 (pre-bookable respite care) - 18 sorts	3,600	£0.22
23/02/2023	SAN18040	CQC banners 3m x 1m x 3 sorts	3	£146.45
27/02/2023	SAN18041	Glenfairn House - accepting residents banner	1	£165.00
14/03/2023	SAN18042	A4 Resident Permit - Shore Place SH4	500	£1.59
14/03/2023	SAN18043	A4 Resident Permit - Kingshold SH5	500	£1.59
14/03/2023	SAN18044	Visitor Permit - Shore Place SH4 (scratch off)	1,000	£1.00
14/03/2023	SAN18045	Visitor Permit - Kingshold SH5 (scratch off)	1,000	£1.00
02/03/2023	SAN18046	Care Inserts - 9 sorts	450	£0.76
02/03/2023	SAN18046	Care Inserts - 9 sorts	450	£0.76
29/03/2023	SAN18047	P60 C5 gummed window mailing wallet	10,000	£0.04
28/11/2023	SAN18048	Sanctuary Property Services No access cards	1,500	£0.05
12/12/2023	SAN18048B	Property Services No access cards (no Opt 1 version)	500	£0.09
08/03/2023	SAN18049	Tone of Voice A5 print & distribution	3,000	£0.14
11/04/2023	SAN18050	C5 gummed window mailing wallet CSSC	1,000	£0.11
14/03/2023	SAN18051	Dovecote Residential care home banner - recruitment	1	£165.00
17/03/2023	SAN18052	Apprenticeship programme pull up banners - 2 sorts	2	£88.50
06/06/2023	SAN18053	CQC Banner - High Peak	1	£144.95
15/03/2023	SAN18054	Barony Lodge dementia cafe banner	1	£165.00
20/03/2023	SAN18055	Moving Postcard - Iffley residential and nursing	50	£0.98

		home		
24/03/2023	SAN18056	Property Services Calling Cards - Scotland - Glasgow	4,000	£0.04
27/03/2023	SAN18057	Respite Leaflets (pre-bookable respite care) - 9 sorts	78,741	£0.05
29/03/2023	SAN18058	3 copies to 99 addresses	99	£5.70
05/04/2023	SAN18064	Care Insert - Ashley House	100	£0.88
12/04/2023	SAN18066	Banner - Breme CQC 3m x 1m	1	£165.00
17/04/2023	SAN18067	Cultural Diversity Day pull up banner	1	£98.50
16/05/2023	SAN18070	TDAS purple silicon wristbands	500	£0.70
16/05/2023	SAN18071	TDAS Beer Mat - SSL	1,000	£0.24
24/04/2023	SAN18072	Avenue Services lanyards	100	£1.40
25/04/2023	SAN18073	Harmonisation Project Mailing Part 3	852	£1.71
10/05/2023	SAN18074	Sanctuary Values coasters - 2 sorts	500	£2.31
26/04/2023	SAN18075	Sanctuary Pride Bunting	2	£59.00
26/04/2023	SAN18076	Sanctuary Scotland 6 page letter Recorded Delivery	212	£4.19
28/04/2023	SAN18078	Respite Leaflets (pre-bookable respite care) - 2 sorts	33,000	£0.06
04/05/2023	SAN18079	Retirement Communities Application Form (PACK 25 )	40	£16.75
11/05/2023	SAN18081	CQC banner - Ivydene 3m x 1m	1	£165.00
26/07/2023	SAN18082	Property Services - Gas safety check cards	1,000	£0.09
22/05/2023	SAN18083	Sanctuary Scotland pull up banners - 6 sorts	12	£64.45
22/11/2023	SAN18084	C4 BRE Hull for Easypost use	500	£0.26
05/06/2023	SAN18085	Apprenticeship flyer	2,000	£0.06
20/07/2023	SAN18086	Sanctuary Update Leaflet	3,820	£0.09
01/06/2023	SAN18087	Allard Suite Leaflet - 4pp	500	£0.30
01/06/2023	SAN18088	Allard Suite 2pp Leaflet	100	£0.65
26/07/2023	SAN18089	Property Services - Renewables Safety Check cards	1,000	£0.09
02/06/2023	SAN18091	Sanctuary DD Income Letters June 2023	9,676	£0.17
05/06/2023	SAN18092	Pride Wristbands 2023	1,000	£0.40
07/06/2023	SAN18093	Upton Dene Dementia Cafe leaflet	250	£0.25
08/06/2023	SAN18094	Generic - Always welcome long term stay banner	2	£165.00
26/06/2023	SAN18095	Letter - Braille	1	£30.00
08/06/2023	SAN18096	Property South West Letters	3	£1.77
26/06/2023	SAN18097	Sanctuary - Housing pull up banners - 3 sorts	3	£85.82
27/06/2023	SAN18098	Camilla House Care Inserts Leaflet	100	£1.65
27/06/2023	SAN18099	Care Respite Banner	1	£144.95
27/06/2023	SAN18100	The Rosary Activities/ Menu inserts Leaflet	100	£1.05
12/12/2023	SAN18101	Care Welcome Brochure	120	£1.65
30/06/2023	SAN18102	Care Thank you cards	50	£1.94
03/07/2023	SAN18103	Non Window Gift Card Envelopes (plain)	5,000	£0.05
05/07/2023	SAN18104	Care Postcards (97 kinds)	4,800	£0.06
07/07/2023	SAN18105	Care Pick & Pack	15	£11.00
22/09/2023	SAN18106	Cornwall Care Leaflet	100	£1.21
03/07/2023	SAN18107	Sanctuary Consultation Mailing	270	£1.09

30/06/2023	SAN18108	Consultation Brochures x 3 kinds	285	£0.91
03/07/2023	SAN18109	Barony Lodge - Insights bereavement leaflet	600	£0.20
03/07/2023	SAN18110	Care Thank you cards	5,000	£0.09
04/07/2023	SAN18113	Sanctuary - RAP and RSP pull up banners - 3 sorts	3	£85.82
04/10/2023	SAN18114	Charlie Cliff Letters 1st Class Post	1,328	£1.64
10/07/2023	SAN18115	Dovecote new residents banner	1	£165.00
19/12/2023	SAN18116	Sanctuary Income Letters December 2023	747	£1.14
13/07/2023	SAN18117	Trevern summer fayre banner	1	£165.00
14/07/2023	SAN18118	Evidence Folders - updated print	25	£13.76
07/09/2023	SAN18119	Reward & Wellbeing brochure - Cornwall editon	20	£5.70
14/07/2023	SAN18120	Care Pick & Pack x 96	96	£3.90
19/07/2023	SAN18121	Mulberry banner - Breme	1	£237.95
19/07/2023	SAN18122	Volunteer week newsletter	10	£6.40
30/10/2023	SAN18123	Our guide to choosing a care home booklets	25	£3.20
22/08/2023	SAN18124	5 copies to 13 addresses	13	£5.00
19/07/2023	SAN18125	Sanctuary Care Leaflet drops August 2023	128,083	£0.05
19/07/2023	SAN18126	A1 foamex	10	£17.50
20/07/2023	SAN18127	The Rosary Coffee morning flyers	200	£0.28
21/07/2023	SAN18128	A4 colouring sheets	300	£0.32
25/07/2023	SAN18129	Cornwall Care Legal ER transfer letters	837	£0.18
26/07/2023	SAN18130	Cherwell Volunteer Awards certificates	17	£2.47
07/08/2023	SAN18132	North Star Office posters	3	£45.22
07/08/2023	SAN18133	North Star Thank you cards & plain envelopes	100	£1.16
01/08/2023	SAN18134	Clear rigid badge holders	10	£2.95
04/08/2023	SAN18135	The Rosary respite leaflets	200	£0.45
08/08/2023	SAN18136	Care Insert - Greenslades	100	£1.65
16/08/2023	SAN18139	Beech Grove HUG	50	£7.74
17/08/2023	SAN18140	Care Insert - Yarnton	25	£2.68
17/08/2023	SAN18141	Care Insert - Watlington	25	£2.68
18/08/2023	SAN18145	Essential policies and procedures manual collation	1	£1,008.08
30/08/2023	SAN18146	New hub leaflets	500	£0.24
23/08/2023	SAN18148	Salary Exchange Mailing	13,579	£0.23
25/08/2023	SAN18149	CQC Banner - Meadow Vale	1	£165.00
29/08/2023	SAN18150	Meadow View Respite leaflet drop	12,745	£0.06
11/09/2023	SAN18151	Building Safety Brochures x 17 kinds	1,450	£0.66
14/09/2023	SAN18153	Resident engagement letter print, envs and fulfilment	18	£59.53
11/09/2023	SAN18154	TDAS Unmasking Domestic Violence Invites	30	£2.17
15/09/2023	SAN18155	Prince Alfred CQC Banner	1	£165.00
20/09/2023	SAN18157	Berryfields Boiler Upgrade Mailing	175	£0.93
04/10/2023	SAN18158	Pull up banners	4	£85.00
22/09/2023	SAN18159	Recruitment pull up banner	1	£99.15
27/09/2023	SAN18167	Sanctuary Care Trevarna's Vision A2 dry wipe poster	1	£65.00
26/09/2023	SAN18168	Respite leaflets x 13 sorts	192,000	£0.05
25/09/2023	SAN18169	Cornwall Homes pick, pack and delivery	1	£3,190.40

25/09/2023	SAN18170	SSL Be Your Best Guide booklets	250	£1.48
28/09/2023	SAN18171	Caton House Day care leaflets	50	£1.26
09/10/2023	SAN18176	Sales & Marketing Team binders - collation and delilvery	141	£32.16
06/10/2023	SAN18177	Prince Alfred Home Banner	1	£165.00
15/12/2023	SAN18178	Prince Alfred lifestyle leaflets	500	£0.39
06/10/2023	SAN18179	Bartley Green Lodge Home Banner	1	£165.00
10/10/2023	SAN18180	Prince Alfred Care Inserts	100	£1.64
25/10/2023	SAN18181	Easypost Sanctuary Shared Ownership October 2023	6,324	£2.50
24/10/2023	SAN18182	EDI Networks Pull up banners	2	£89.15
23/10/2023	SAN18183	Annual Leave Purchase mailing (streamlined)	6,281	£0.09
25/10/2023	SAN18184	Care Inserts x 5 sorts	250	£0.74
25/10/2023	SAN18185	Enriching Lives booklets x 2 sorts	300	£0.65
30/10/2023	SAN18185A	Enriching Lives booklets	25	£2.80
13/11/2023	SAN18188	Cedar Court lifestyle leaflets	200	£0.45
20/11/2023	SAN18189	Scotland Care Home Location Map	1	£70.00
29/11/2023	SAN18190	Respite leaflets x 9 sorts	145,788	£0.06
27/11/2023	SAN18191COLLATION	Collation/Delivery of Certificates into frames	1	£1,825.00
23/11/2023	SAN18192	The Rosary time for carer's club flyers	200	£0.28
28/11/2023	SAN18194	1 year service cards and envelopes (EACH of 1)	2,700	£0.24
28/11/2023	SAN18195	1 year service card outer envelopes (EACH of 1)	1,500	£0.21
28/11/2023	SAN18196	Jiffy envelopes for long service badges (EACH of 1)	7,300	£0.27
28/11/2023	SAN18197	Storage of long service badges	1	£100.00
28/11/2023	SAN18198	Heathlands Christmas banner	1	£165.00
29/11/2023	SAN18199	Swan Letters, 8 sides colour, 1st Class Post	1,433	£1.84
01/12/2023	SAN18200	The Kyan Quartet programmes	50	£1.26
07/12/2023	SAN18203	Salary Exchange Exclusion Mailing, 2 page, 2nd class	1,498	£0.96
18/12/2023	SAN18203	Salary Exchange Exclusion Mailing, 2 page, 2nd class	3,986	£0.96
08/12/2023	SAN18204	Sanctuary Care Fee Inserts x 134 kinds	134	£4.87
12/12/2023	SAN18206	SSL Retirement Community brochures - 28 sorts	2,800	£1.09
13/12/2023	SAN18208	Temporary heater flyers	8,000	£0.06
13/12/2023	SAN18209	Pre-bookable respite care iin Oxfordshire poster	200	£0.63
15/12/2023	SAN18210	Allard Suite banner	1	£165.00
15/12/2023	SAN18211	Mulberry suite banner	1	£165.00
07/12/2023	SANAUDIO16	Audio Translation - Starter Assured Tenancy Agreement	1	£195.80
05/12/2023	SANBIZCARD114	Business Card - Sanctuary Care - Kate Czekzko	1	£53.00
09/06/2023	SANCAREL/HEAD	Sanctuary Care-Cornwall combined letterhead	500	£0.28
20/01/2023	SANCDP011STA	Outer Envelopes 1st Class - Rent Review Mailings	72,000	£0.02
14/03/2023	SANINCREASE008	Sanctuary Rent Review April 2023 HO/GN Mailing	3,911	£0.53
11/01/2023	SANLHCARE2	Letterhead - Care (NEW)	500	£0.28
25/07/2023	SANMAIL068	Sanctuary Snapshot Newsletter Mailing	279	£1.50
23/03/2023	SANMAIL098	Sanctuary Shared Ownership Sept	2,775	£2.31

14/08/2023	SANMAIL102	Care Resident Survey Mailing	109	£5.23
10/10/2023	SANPOSTAGE1ST	Postage 1st Class Mailsort	2,775	£1.06
26/10/2023	SANPOSTAGE2ND	Postage 2nd Class	6,281	£0.62
25/07/2023	SANSCMOVE03	SC Out of hours enquiry Form Pads - A5 (PAD of 100)	5	£14.80
25/07/2023	SANSCMOVE04	SC Resident Enquiry Form Pads - A4 (PAD of 100)	5	£22.80
02/05/2023	SANSCOTRENT	C5 Outer Envelopes Scotland Rent Review	8,000	£0.04
28/09/2023	SANSCSYMCARD	Sanctuary Care Sympathy card & envelope	25	£4.72
31/03/2023	SANSGRECEIPT	Sanctuary Group Receipt Book (Box 45)	20	£71.77
19/05/2023	SANSH00305	ASB diary Booklets (PACK of 100)	3	£23.65
09/02/2023	SANSH00440	Damp and Condensation Leaflets (Pack 100)	10	£15.80
10/05/2023	SANSHCALLHULL	Calling Cards- Sanctuary Housing, Hull	1,000	£0.08
19/12/2023	SANSM03DUNDEE	SMS - Bedroom Inspection Report Dundee	4,000	£0.10
01/02/2023	SANSMCALLWB	Calling Cards- Maintenance, Sutton Coldfield	1,000	£0.08
28/09/2023	SANSMRISCHULL	Sanc Maint. No Access Card pads Hull (NCR)A5 Box 20	19	£44.90
24/07/2023	SANSNAPSHOT16PP	Snapshot Newsletter Print 16pp	1,010	£0.70
22/03/2023	SANSSLCSWORC	Sanctuary Supported Living Comps (Pack 50)	44	£1.12
02/03/2023	SANSSLTDASBAR	SSL TDAS Barcode Label (08009161474) Roll 1000	3	£56.06
15/05/2023	SANSSREPAIR	SS: Repair Request 3 Part NCR Sets	1,000	£0.20
23/01/2023	SHO735	Callows Rise Signage	4	£2,260.00
05/01/2023	SHO738	Millbrook Lamppost Directional Signs	6	£278.00
06/01/2023	SHO739	Millbrook Signage Additional Phase 1	14	£867.50
12/01/2023	SHO740	15 x Ford Courier Vans Livery	15	£480.00
12/01/2023	SHO741	Manor Grove Pull Up Banner	1	£145.00
12/01/2023	SHO742	The Orchards Banner Repair	1	£880.00
12/01/2023	SHO743	Donside Additional Signs	3	£136.00
16/01/2023	SHO744	Orchardside Cover Prints	2	£324.00
16/01/2023	SHO745	Anchor Court Plot Plaques	108	£23.92
18/01/2023	SHO746	Sanctuary and Avenue Services Sign	1	£495.00
19/01/2023	SHO747	Millbrook Park Privacy Film	9	£183.33
20/01/2023	SHO748	Watling Gate Saxon Court Signage	19	£485.53
23/01/2023	SHO749	Green Vale Entrance Signs	3	£276.67
24/01/2023	SHO750	Banbury Tension Systems	3	£3,816.67
30/01/2023	SHO751	No Parking, Please Keep Clear, Access Required at all times	1	£200.00
30/01/2023	SHO752	The Maples, Litchfield, Spires Grove Hoarding	4	£482.50
30/01/2023	SHO753	Green Vale Additional Sign	1	£185.00
30/01/2023	SHO754	Callows Rise Why Buy New board	1	£1,950.00
02/02/2023	SHO755	Watling Gate Saxon Court Board	2	£961.50
07/02/2023	SHO756	Wimborne House Parking Signs	1	£3,460.00
08/02/2023	SHO757	Orchardside - Monolith	1	£2,650.00
09/02/2023	SHO758	3 x Transit Courier Vans Livery	3	£480.00
09/02/2023	SHO759	DP67TBV, LWB Transit Livery	1	£695.00
13/02/2023	SHO760	Bullwood Gardens Urgent Sign	1	£1,100.00
16/02/2023	SHO763	Shrewsbury Logo Boards	2	£146.00



16/02/2023	SHO764	Southfields Estate Agents Branches	17	£291.47
16/02/2023	SHO765	Green Vale Estate Agents Site Plan	1	£755.00
20/02/2023	SHO766	Anderston Glasgow Sign	1	£764.00
20/02/2023	SHO767	Watling Gate Sales Office Removal	1	£1,350.00
24/02/2023	SHO768	Abbey Meadows Monolith	1	£4,340.00
27/02/2023	SHO769	Abbey Meadows Parking Signs	3	£541.67
27/02/2023	SHO770	Watling Gate Railing Removal	1	£550.00
27/02/2023	SHO771	Watling Gate additional hoarding boards	2	£220.00
27/02/2023	SHO772	104 Herbert Road Parking Sign	1	£135.00
28/02/2023	SHO773	Manor Grove Printed Frosted	1	£1,385.00
28/02/2023	SHO774	Anne Goddard Logo Board	1	£142.00
03/03/2023	SHO775	SSL Caddy Maxi Livery	1	£685.00
03/03/2023	SHO776	Killingbeck Court, Leeds Office – Frosted Vinyl logo removal	1	£535.00
06/03/2023	SHO777	Watling Gate Estate Agents Internal	9	£266.67
08/03/2023	SHO778	Orchardside – External Plot Plaques	7	£39.86
09/03/2023	SHO779	Door Signs - A B C - 90mm x 90mm	12	£23.86
09/03/2023	SHO780	Regent replacement signage	2	£1,172.50
09/03/2023	SHO781	Anderston additional install	1	£377.34
17/03/2023	SHO783	Abbey Meadows – Banner Flag	1	£1,135.00
17/03/2023	SHO784	Shaftesbury Court Signs	9	£385.89
20/03/2023	SHO786	Abbotts Colchester Frosting	1	£1,176.00
20/03/2023	SHO787	The Willows	3	£2,156.67
27/03/2023	SHO788	Transit Courier Livery	1	£695.00
27/03/2023	SHO789	Millbrook Estate Agents Removal (old signage)	1	£1,495.00
30/03/2023	SHO800	Avenue Services zero tolerance signage.	6	£63.33
13/04/2023	SHO801	Barne Barton signage	8	£249.38
14/04/2023	SHO803	Millbrook Agents Branch - North Finchley Internal	1	£1,800.00
18/04/2023	SHO805	Commercial Road No Fly-Tipping Sign	1	£210.00
18/04/2023	SHO806	Millbrook Estate Agents Branches	1	£6,295.00
21/04/2023	SHO808	Abbey Meadows Banner Flags	2	£1,572.50
21/04/2023	SHO809	Sanctuary Vehicles - East Region	145	£570.00
24/04/2023	SHO810	Orchardside Sales Office Internal Window Sign	1	£60.00
27/04/2023	SHO811	Ravenhurst Care Home Entrance Signs	2	£800.00
27/04/2023	SHO812	Callows Rise Entrance Signage	7	£831.43
28/04/2023	SHO813	The Maples Flags	17	£343.24
28/04/2023	SHO814	North Finchley Frosted print – band	1	£1,285.00
28/04/2023	SHO815	Harberts Road	2	£635.00
28/04/2023	SHO816	Kingswood Gardens - Mesh Banners	7	£505.00
04/05/2023	SHO817	Callows Rise Cover Prints	4	£312.25
04/05/2023	SHO819	Denbigh Place Frosted Logo	1	£1,132.00
05/05/2023	SHO820	Head Office Values phase 1	1	£6,582.00
11/05/2023	SHO822	Castle Street Kitchen Logo	1	£675.00
11/05/2023	SHO823	The Willows plot plaques	25	£34.20
12/05/2023	SHO824	Green Vale signage removal	1	£1,090.00
15/05/2023	SHO825	Orchardside Show Home relocation	1	£2,405.00

24/05/2023	SHO827	Green Vale Telephone Number Change	4	£465.00
24/05/2023	SHO828	Southfields Signage May 2023	4	£2,596.25
25/05/2023	SHO829	Iffley Care Home Directional Signs	7	£303.57
25/05/2023	SHO830	S365 Vehicle – DY72 ZVZ Vehicle Livery	1	£695.00
30/05/2023	SHO831	Watlington and District Signs	3	£441.67
30/05/2023	SHO832	Allard Suite Internal Signage	1	£928.00
31/05/2023	SHO833	Southfields Planning Application	4	£237.50
06/06/2023	SHO834	Vehicles to be rebranded at source - x 5 Vehicles - BJ23PSO, BK23PZJ, BK23HUH , BD23FHM, BD23EOK	5	£695.00
06/06/2023	SHO835	Sanctuary Vehicle -DY68 HZK	1	£695.00
19/06/2023	SHO836	4 x SSL Services - Tray signs and parking signs	2	£366.88
09/06/2023	SHO837	Athlone House Signage	3	£280.33
09/06/2023	SHO838	Wall Sign - 2-4 Sidlaw House & 7 Moorfoot House	2	£50.00
09/06/2023	SHO839	Banbury Logo Boards	14	£223.93
14/06/2023	SHO841	Croft Fold - No Ball Games Sign	1	£233.25
19/09/2023	SHO841	Croft Fold - No Ball Games Sign	1	£127.35
14/06/2023	SHO842	The Orchards – Stack Sign Cover Print	1	£880.00
19/06/2023	SHO843	Sanctuary Vehicle - DX20 YRN	1	£695.00
20/06/2023	SHO844	3D Values signage for Endeavour House	1	£2,450.00
27/06/2023	SHO846	Harvest Court Signage	2	£722.50
27/06/2023	SHO847	Green Vale Cover Print	1	£852.00
28/06/2023	SHO848	Manor Grove – Removal	1	£3,980.00
29/06/2023	SHO849	The Willows A3 sign	1	£350.00
30/06/2023	SHO851	Sanctuary Vehicle Livery – DP69 WRG	1	£695.00
04/07/2023	SHO852	Cornwall Care Signage Rebrand	1	£57,591.00
04/07/2023	SHO854	Whinney Hill Hoarding Boards	6	£180.83
11/07/2023	SHO855	Vehicle livery repair – VW Transporter DS18 WOM	1	£495.00
11/07/2023	SHO856	Vehicle Livery – DL68 TUH	1	£695.00
11/07/2023	SHO857	Whinney Hill Cover Prints 2	1	£650.00
13/07/2023	SHO858	Bourleigh Planning Permission	1	£1,085.00
14/07/2023	SHO859	The Orchards Banner repair and cover print	1	£968.00
18/07/2023	SHO860	Private Property Sign - SSL - A4 Landscape	3	£23.33
19/07/2023	SHO862	Watling Gate Hoarding Removal	1	£2,660.00
21/07/2023	SHO863	Watling Gate - Beckett Court Agents Branch Signage	14	£180.00
24/07/2023	SHO864	Gateway House Hoarding	1	£1,335.00
25/07/2023	SHO865	Watling Gate – Beckett Court Phase 1	1	£5,698.00
26/07/2023	SHO865A	Watling Gate – Beckett Court Phase 2	7	£780.71
28/07/2023	SHO866	Sanctuary Scotland – Values Signage	1	£1,280.00
28/07/2023	SHO868	Sanctuary Scotland Vehicle – DX23 ZZM - Livery	1	£695.00
28/07/2023	SHO869	The Orchards Flag Replacements	4	£446.25
02/08/2023	SHO871	The Orchards – Door Wraps	3	£446.67
04/08/2023	SHO872	Manor Grove For Sale Sign	1	£375.00
04/08/2023	SHO873	Abbey Meadows Cover Prints	2	£480.00
09/08/2023	SHO875	DV20BZE – Livery Swap - Sanctuary Green	1	£695.00

11/08/2023	SHO876	Sutherland Street	2	£505.00
11/08/2023	SHO877	Barne Barton logo boards	5	£153.00
17/08/2023	SHO879	Southfields Door Wraps	4	£468.29
23/08/2023	SHO879A	Abbey Meadows - Door Wraps	3	£468.29
23/08/2023	SHO880	The Willows Water filled Pavement sign with Graphics	1	£490.00
29/08/2023	SHO881	Flat signs x 3 - Hart Place OX26 4FR	3	£21.36
29/08/2023	SHO882	Coppice View Signage	4	£1,089.25
31/08/2023	SHO883	No Ball Games and No Dogs Allowed - A3 Sign with post - Welland BL5 3TW	1	£191.67
05/09/2023	SHO884	Orchardside Door Wrap	1	£803.00
05/09/2023	SHO885	Abbey Meadows Signage	2	£947.50
06/09/2023	SHO886	Green Vale – Opening Hours Change	2	£395.00
08/09/2023	SHO887	Wimborne House – Reserved Parking	7	£137.86
08/09/2023	SHO888	Sanctuary Students Door Numbers	24	£8.46
08/09/2023	SHO889	Ashley House Signs	2	£907.50
08/09/2023	SHO890	Ashgreen House – Gate Signs	2	£352.50
08/09/2023	SHO891	The Willows – V-Sign Sash	2	£432.50
12/09/2023	SHO892	Marybone Sign	1	£420.00
25/09/2023	SHO893	Wimbourne House CCTV & Anti-climb signs	20	£14.65
22/09/2023	SHO894	Mulberry Internal Signs	7	£147.86
26/09/2023	SHO895	Hastings Reception Sign	1	£860.00
26/09/2023	SHO896	Manor Grove Door Wrap	1	£860.00
26/09/2023	SHO898	Vehicle Livery – DP19 YUE - LWB Transporter	1	£745.00
28/09/2023	SHO899	Denbigh Office Values	1	£1,950.00
02/11/2023	SHO900	Fire Safety Foamex signs	300	£3.35
04/10/2023	SHO901	The Willows 2 x Door Wraps	2	£470.00
04/10/2023	SHO902	The Willows – A3 Ground spike sign	1	£150.00
05/10/2023	SHO903	Richmond Court Signage	4	£655.00
05/10/2023	SHO904	Giles House	1	£460.00
05/10/2023	SHO905	The Orchards – Clock Sign	1	£110.00
09/10/2023	SHO906	SSL A4 Signs	35	£997.14
13/10/2023	SHO907	Oxygen Warning Signs - 50mm x 50mm	4	£18.75
11/10/2023	SHO908	Green Vale Plot Plaques	36	£43.36
13/10/2023	SHO909	Carntyne Rental Site Signage	2	£498.50
20/10/2023	SHO910	BJ73 FXG – Fiesta Rear Window	1	£530.00
25/10/2023	SHO911	Florian House Parking Signage	16	£270.00
30/10/2023	SHO912	Royale Meadows Signage	1	£699.00
30/10/2023	SHO913	Asra House – Replacement Signs	3	£595.00
30/10/2023	SHO914	Flat signs x 4 - Baskeyfield House ST6 3PR	4	£29.17
02/11/2023	SHO915	No Ball Games Allowed A3 Signs - Sanc Logo	2	£50.55
02/11/2023	SHO916	Florian House – Acrylic values circle	1	£685.00
13/11/2023	SHO918	Southfields Printed Frosted Windows	6	£827.17
14/11/2023	SHO919	Callows Rise Plot Plaques	99	£15.77
14/11/2023	SHO921	Block 1-11 Rhuddlan Road Sign A3 Landscape with Sanc Logo	1	£59.80
17/11/2023	SHO922	Ampney Meadows - Part 1	15	£455.67



21/11/2023	SHO924	No Ball Games Allowed/Private No Parking A3 Signs - Sanc Logo	4	£27.08
23/11/2023	SHO926	Sanc Green Livery Caddy Vehicle – DX23 ZZO	1	£665.00
24/11/2023	SHO927	Lammas House Signage	2	£752.50
27/11/2023	SHO928	Callows Rise Opening Hours Change	1	£770.00
01/12/2023	SHO929	The Boatyard – Heras fencing panels	4	£80.00
01/12/2023	SHO930	77 Burns Road Parking Signs	2	£112.50
05/12/2023	SHO931	Granchester House Wayfinding Signs	2	£305.00
08/12/2023	SHO932	Parking for residents & visitors of Arderne House only	2	£65.45
12/12/2023	SHO933	The Boatyard Phase 2	22	£263.27
13/12/2023	SHO934	VW Caddy Livery - DV23 AHL	1	£2,650.00
13/12/2023	SHO935	Wimborne House Car Park Signs	10	£111.00
15/12/2023	SHO936	Banbury, Bournleigh Hoarding replacement	17	£984.71
19/12/2023	SHO937	Lime Tree Parking Signs	2	£207.50
20/12/2023	SHO938	Shiregreen, Parking Signage	2	£107.50