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| **ORDER FORM****(B1 - For provision of a service (excluding consultants) valued up to £250,000)** |  |
| **PURCHASE ORDER No.** | TBC  |
| **DATE:** | 17/07/24 |

The Client appoints the Provider to perform the Commission subject to and in accordance with the **Particulars** listed below and

* the following sections of *The City of London Standard Conditions for the Purchase of Goods, Services & Works – September 2022 Edition* [[1]](#footnote-1) (the “**Standard Conditions**”):
	+ Module A (General Conditions),
	+ Module B (Conditions Applicable to a Service), and
	+ Module G (Conditions relating to Data Protection); and
* any *further documents* listed in the **Particulars**, which form part of this Order.

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| **PARTICULARS** |
| The **Client** is: | The Mayor and Commonalty and Citizens of the City of London of PO Box 270, Guildhall, London EC2P 2EJ |
| The **Provider** is: | **[ ]** (Company no. [ ]) of [ ] |
| The **Commission** is: | Jumpstart To Success – employability support programme for 50 Young People (must be eligible for funding under the GLA UKSPF funding rules) with 30 min. progressing into a positive outcome. |
| The **Supervising Officer** is: | Simon Tate  |
| **Standard Condition 3.1** - The Price is: | £60,000.00 exclusive of VAT, subject to adjustment in accordance with the Standard Conditions |
| **Standard Condition 3.3** - Interim payments on account will be made at the following intervals: | Up to monthly based on performance and quality check compliance |
| **Standard Condition 5.2** - The insurances required will be for a sum of not less than: | * £1,000,000 each and every claim for Professional Indemnity
* £10,000,000 for Public Liability; and
* the minimum level required by law for Employers Liability
 |
| **Standard Condition 6** - Intellectual Property Rights: | Standard Condition 6.2 applies |
| **Standard Condition 16.1** - Community Benefit: | Does not apply |
| **Standard Condition 20.1** - The duration for which the Commission is to be performed is: | August 2024 – 31st March 2025 |
| **Standard Condition 20.2** - Performance standards: | Delivery will demonstrate high quality delivery – both through quality observation of sessions and reflective participant feedback, paperwork compliance |
| **Standard Condition 21.1** - Staff check requirements: | Successful tenderer will be required to demonstrate appropriate DBS checks for all intended delivery staff |
| **Module G -** Conditions relating to Data Protection: **Standard Condition 40:** | Controller to Controller transfers: [applies] |
| **Standard Condition 41:** | Data Processing on behalf of the Client: [applies]. |
| **Standard Condition 42:** | Does not apply. |
| The ***further documents*** which are attached to, and form part of this Order are: | [ITT/RFQ][Specification/Service Scope][KPIs/Service Level Agreement][TUPE information and Supplemental Conditions][completed Data Processing Authorisation Form][Price Response][Technical Response][*etc.* ] |

By signing this Order below the Client and the Provider confirm acceptance of the terms and conditions applying to this Order with effect from the date indicated above.

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| **SIGNED** for and on behalf of the Client by: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name: Title: External Programmes Manager |
| **SIGNED** for and on behalf of the Provider by: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name:Title: |

1. The Standard Conditions can be viewed at: <https://www.cityoflondon.gov.uk/business/tenders-and-procurement/Pages/Terms.aspx> [↑](#footnote-ref-1)