

SHORT FORM CONTRACT FOR THE SUPPLY OF GOODS AND/OR SERVICES**Home Office****Order Form**

1. Contract Reference	Landing Stamp Repair Contract Ref: C25249
2. Buyer	The Home Office [REDACTED]
3. Supplier	Trodat UK Limited [REDACTED] [REDACTED]
4. The Contract	<p>This Contract between the Buyer and the Supplier is for the supply of Deliverables.</p> <p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions") and any Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions and Annexes, this Order Form shall be resolved in accordance with the following order of precedence:</p> <ul style="list-style-type: none">(a) the Order Form;(b) Annex I (the Conditions); and(c) all other Annexes. <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.</p>

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5. Deliverables	Goods	<p>Faulty/damaged stamps are to be securely collected from any of the approximately 140 Ports across the UK and assessed for repair. Repaired stamps to be securely returned by courier to the named contact at the Port. Faulty stamps that cannot be repaired to be securely disposed of.</p> <p>Delivered in accordance with the following instructions:</p> <p>Delivery Address: 140 Ports Across the UK.</p> <p>Date of Delivery: Various throughout the year as detailed in the relevant Purchase Order(s).</p> <p>Detailed delivery instructions are included in Error! Reference source not found.</p> <p>Packaging Instructions: As set out in the contract. Please see Annex 5, detailing the Buyers Environmental policy.</p> <p>Additional Delivery Instructions: Delivery during normal business hours, 8am-6pm.</p>
	Services	<p>The inspection, repair and return to Border Force of repaired Landing Stamps and the secure destruction of Landing Stamps that cannot be repaired:</p> <p>To be performed at: The supplier's premises:</p> <p>Trodat UK [REDACTED]</p>
6. Specification	The specification of the Deliverables is as set out in Annex 2.	
7. Start Date	<p>The term shall commence on</p> <p>1 August 2023 and the Expiry Date shall be 31 July 2025 unless it is otherwise extended or terminated in</p>	

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	<p>accordance with the terms and conditions of the Contract.</p> <p>The Buyer may extend the Contract for a period of up to 12 months by giving not less than 10 Working Days' notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of the Contract shall apply throughout any such extended period.</p>
8. Unless	<i>Not used</i>
9. Extension Period	<p>The Buyer may extend the Contract for a period of up to 12 months by giving not less than 10 Working Days' notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of the Contract shall apply throughout any such extended period.</p>
10. Optional Intellectual Property Rights ("IPR") Clauses	Not applicable
11. Charges	The Charges for the Deliverables shall be as set out in Annex 3.
12. Payment	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

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	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
13. Data Protection Liability Cap	<p>In accordance with clause Error! Reference source not found. of the Conditions, the Supplier's total aggregate liability under clause Error! Reference source not found. of the Conditions is no more than the Data Protection Liability Cap, being is no more than 125% of the Charges paid or payable to the Supplier.</p>
14. Progress Meetings and Progress Reports	<ul style="list-style-type: none"> • The Supplier shall attend progress meetings with the Buyer every 6 months • The Supplier shall provide the Buyer with progress reports every 6 months • The Supplier shall attend issue and progress meetings when requested by the Buyer at an agreed date in any case within 20 working days of the request from the Buyer.
15. Buyer Authorised Representative(s)	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

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<p>16. Supplier Authorised Representative(s)</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
<p>17. Address notices for</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
<p>18. Key Staff</p>	<p>Buyer: Border Force</p> <p>[Redacted]</p>

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	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>Supplier:</p> <p>Trodat UK Limited</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
19. Procedures and Policies	<p>For the purposes of the Contract the Staff Vetting Procedures/data security equality, diversity human rights and environmental requirements are found in clauses 8, 13, 14, 27 and 29 of Annex 1.</p> <p>o The Supplier must ensure that any person employed in the delivery of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who either:</p> <p>o (a) discloses that he/she has a conviction that is relevant to the nature of the Contract, relevant to the work of the Buyer, or is of a type otherwise advised by the Buyer to be relevant (each such conviction a "Relevant Conviction"); or</p> <p>o (b) is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise),</p> <p>o is employed or engaged in the provision of any part of the Services.</p>
20. Special Terms	Not used
21. Incorporated /terms	<p>The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies:</p> <p>a) The cover letter from the Buyer to the Supplier dated 18th May 2023</p>

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	<p>b) This Order Form</p> <p>c) Conditions</p> <p>d) The following Annexes in equal order of precedence:</p> <ul style="list-style-type: none"> i. Error! Reference source not found. ii. Error! Reference source not found. iii. Error! Reference source not found.
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Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer
Name: <div style="background-color: black; width: 200px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div>	Name: <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div>
Date: 7 th September 2023	Date 7 th September 2023
Signature: <div style="background-color: black; width: 80px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 10px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 10px; height: 15px; margin-bottom: 5px;"></div>	Signature: <div style="background-color: black; width: 80px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 10px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 10px; height: 15px; margin-bottom: 5px;"></div>