**BUYER:**

**The Secretary of State for the Home Department**

C24197 Video Spectral Comparator

Non-Disclosure Agreement

Instructions to Suppliers

**Version**: v0.1

**Date**: 16/12/2022

**Instructions to Suppliers (NDA)**

* 1. The Buyer requires Suppliers who wish to engage with the project and be granted access to confidential information, to sign a Non-Disclosure Agreement (NDA).
	2. The Buyer requires Suppliers to return a signed copy, by attaching as a PDF to an email addressed to neil.humphries@homeoffice.gov.uk.
	3. The Buyer requires Suppliers who wish to communicate further about the Non-Disclosure Agreement, to use the email address stated in section in 1.2.
	4. The NDA event will remain open until further notice to allow Suppliers to sign the agreement and return it to the Buyer. Further information about this project will only be made available once a signed NDA has been received.
	5. Once a correctly signed NDA is received by the Buyer, all tender documents will be sent by return email. The Buyer may elect to release information through other channels at its own discretion.
	6. The Buyer recommends that Suppliers submit the signed copy of NDA as soon as possible so that they can be granted access to information without delay.
	7. Annex A to the NDA.
		1. Suppliers should note that Annex A to the NDA does not need signing in order to get access to information.
		2. Annex A is used if a Supplier wishes to share any information from outside the Supplier’s own organisation i.e. with a Third Party organisation.
		3. Annex A would be the Suppliers agreement with the Third Party.
		4. Prior to sharing any information, the Supplier and the other third party (the Corporate Recipient) should sign Annex A, with a copy sent to the Buyer via email to the address named in section 1.2, for the Buyer’s records.
		5. The Supplier should ensure that the Third party organisation themselves do not share any Buyer data further.
	8. The Buyer reserves the right to update information within this NDA event, on a periodic basis, at its own discretion.