

FORM OF CONTRACT

Provision of Logistics and Professional Services in Ethiopia – (Contract ref: C049283)

This Contract is made between:

The Secretary of State for Health and Social Care as part of the Crown through the UK Health Security Agency (the "Authority")

and

African Field Epidemiology Network of Ground Floor (Wings B & C), Lugogo House, Kampala, Uganda of [Supplier's address] (the "Supplier")

The following is agreed:

1. The Contract is made up of the following documents:
 - (a) this Form of Contract for invitation to tender reference number C44150 - Provision of Logistics and Professional Services in Ethiopia;
 - (b) the Specification and Tender Response (but only in respect of the Authority's requirements, including any clarifications of the requirements agreed by the Authority as part of the tender process);
 - (c) Schedule 1: Optional Provisions, if any;
 - (d) Schedule 2: General Terms and Conditions;
 - (e) Schedule 5: Commercial Schedule as per Appendix A;
 - (f) Schedule 3: Information Governance Provisions;
 - (g) Schedule 4: Definitions and Interpretations;
 - (h) the order in which all subsequent schedules appear, if any;
 - (i) the Specification and Tender Response (other than those parts referred to in (b) above;
 - (j) any other documentation forming part of the Contract in the date order in which such documentation was created with the more recent documentation taking precedence over older documentation to the extent only of any conflict.

(all of the above documents taken together (as amended in accordance with this Contract) being referred to as the "Contract")
2. Subject always to Clause 1.10 of Schedule 4, if there is an inconsistency between any of the documents listed above, the order of priority for construction purposes shall be that a higher listed document shall prevail over a lower listed document, i.e. document (a) shall prevail over all other documents; document (b) shall prevail over document (c).
3. The Contract will commence on the date the final signature of the parties is added below and the Term of this Contract shall expire on 31 March 2022.

FORM OF CONTRACT

4. The Term may be extended by one year in accordance with Clause 15.2 of Schedule 2 provided that the total duration of this Contract shall be no longer than three years.

5. The date of the Contract shall be the date of signature by the Authority.

Signature: REDACTED

Signature: REDACTED

For and on behalf of the Authority

For and on behalf of the Supplier

Name: REDACTED

Name: REDACTED

Job Title: REDACTED

Job Title: REDACTED

Date 19 October 2021

Date: Oct 19, 2021

Schedule 1

Optional Provisions

These optional provisions and Schedules shall only apply to the Contract where they have been checked and any information required is completed.

☐ **1: Implementation Phase**

Prior to commencement of delivery of the Services, there is an implementation phase and therefore all references in Schedule 2 to the Implementation Plan shall apply and the Implementation Plan is set out in Schedule **[insert schedule number]**.

☐ **2: Services Commencement Date (where the Services are to start at a date after the Commencement Date)**

The Services Commencement Date shall be **[insert date]** and the Long Stop Date referred to in Clause 15.5.1 of Schedule 2 shall be **[insert date]**.

☐ **3: Quality assurance standards**

The following quality assurance standards shall apply, as appropriate, to the provision of the Services: [insert standards].

☐ **4: Application of TUPE at the commencement of the Services**

The Parties agree that Clauses 5.14 and 5.15 of Schedule 2 shall not apply to this Contract and that the commencement of the provision of the Services under this Contract shall give rise to a relevant transfer as defined in TUPE and the provisions of Schedule [insert schedule number] shall apply to such transfer.

☐ **5: Intellectual Property Rights in deliverables, materials and output**

- 5.1 The Supplier warrants and undertakes to the Authority that either it owns or is entitled to use and will continue to own or be entitled to use all Intellectual Property Rights used in the development and provision of the Services and/or necessary to give effect to the Services and/or to use any deliverables, matter or any other output supplied to the Authority as part of the Services.
- 5.2 Unless specified otherwise in the Specification and Tender Response Document, the Supplier hereby grants to the Authority, for the life of the use by the Authority of any deliverables, material or any other output supplied to the Authority in any format as part of the Services, an irrevocable, royalty-free, non-exclusive licence to use, modify, adapt or enhance such items in the course of the Authority's normal business operations. For the avoidance of doubt, unless specified otherwise in the Specification and Tender Response Document, the Authority shall have no rights to commercially exploit (e.g. by selling to third parties) any deliverables, matter or any other output supplied to the Authority in any format as part of the Services.

☐ **6: Supplier as Data Processor**

The Parties acknowledge that the Authority is the Controller and the Supplier is the Processor in respect of Personal Data Processed under this Contract and that of Clause 2.2 of Schedule 3 and the provisions of the Data Protection Protocol must be complied with by the Parties as a term of this Contract.

☐ **7: Guarantee**

Promptly following the execution of this Contract, the Supplier shall, if it has not already delivered an executed deed of guarantee to the Authority, deliver the executed deed of guarantee to the Authority as required by the procurement process followed by the Authority. Failure to comply with this Optional Provision shall be an irremediable breach of this Contract.

☐ **8: Termination for convenience**

- 8.1 The Authority may terminate this Contract by issuing a Termination Notice to the Supplier at any time on [one (1)/three (3)/six (6) months'] written notice. [Such notice shall not be served within [one (1)] year of the Actual Services Commencement Date].
- 8.2 [Should the Authority terminate this Contract in accordance with Clause 8.1 of this Schedule 1, then the Authority shall pay to the Supplier the termination sum calculated in accordance with Schedule 5].

☐ **9: Right to terminate following a specified number of material breaches**

Either Party may terminate this Contract by issuing a Termination Notice to the other Party if such other Party commits a material breach of this Contract in circumstances where it is served with a valid Breach Notice having already been served with at least [two (2)] previous valid Breach Notices within the last twelve (12) calendar month rolling period as a result of any previous material breaches of this Contract which are capable of remedy (whether or not the Party in breach has remedied the breach in accordance with a Remedial Proposal). The twelve (12) month rolling period is the twelve (12) months immediately preceding the date of the [third] Breach Notice.

☐ **10: Purchase Orders**

The Authority shall issue a Purchase Order to the Supplier in respect of any Services to be supplied to the Authority under this Contract. The Supplier shall comply with the terms of such Purchase Order as a term of this Contract. For the avoidance of doubt, any actions or work undertaken by the Supplier under this Contract prior to the receipt of a Purchase Order covering the relevant Services shall be undertaken at the Supplier's risk and expense and the Supplier shall only be entitled to invoice for Services covered by a valid Purchase Order.

☐ **11: Inclusion of a Change Control Process**

Any changes to this Contract, including to the Services, may only be agreed in accordance with the Change Control Process set out in Schedule **[insert schedule number]**.

☐ **12: Exit plan**

Within three (3) months of the Commencement Date the Supplier shall develop and agree an exit plan with the Authority consistent with the Exit Requirements, which shall ensure continuity of the Services on expiry or earlier termination of this Contract. The Supplier shall provide the Authority with the first draft of an exit plan within one (1) month of the Commencement Date. The Parties shall review and, as appropriate, update the exit plan on each anniversary of the Commencement Date of this Contract. If the Parties cannot agree an exit plan in accordance with the timescales set out in this Clause 12 of Schedule 1 (such agreement not to be unreasonably withheld or delayed), such failure to agree shall be deemed a Dispute, which shall be referred to and resolved in accordance with the Dispute Resolution Procedure.

☐ **Extra Optional Provisions**

UKHSA TERMS AND CONDITIONS FOR THE SUPPLY OF SERVICES

Appendix A

BIDDER PRICING PROPOSAL

Please provide information on the percentage fees charged by your company for the delivery of activity as outlined below:

Project Delivery FIXED % Price	
Description	% FEE (USD)
Transport	REDACTED
Event Management	REDACTED
In Country Logistics Management	REDACTED
Professional services	REDACTED

Location in Addis Ababa (please select a city as appropriate)	Accommodation	InterCity Transport (rate per km) in USD	Intracity Transport (Rate per Km)	Even Coordination and support
Addis Ababa	REDACTED			
(Additional City-please specify)				
Mekele				
Bahirdar				
Semera				
Hawasa				
Assosa				
Gambella				
Adama				
Dire Dawa				
Harar				
Jijiga				