**SCHEDULE ONE**

**SUMMARY OF SERVICES**

**Flowers Park Play Area, Trim Trail, Estate Fencing, Footpaths and Associated Landscaping Tender**

West Bletchley Council (the “Council”) is Tendering in relation to the design, supply and installation of a play area suitable for up to 8 years of age to include safer surfacing, an outdoor trim trail & safer surfacing, footpaths, estate fencing and associated landscaping at Flowers Park, Flowers Walk, Bletchley, Milton Keynes, MK3 6GT.

**Timescale for project:**

|  |  |
| --- | --- |
| Phase | Date |
| Tender issue | 28th October 2020 |
| Deadline for tender returns | 25th November 2020 |
| Award of contract | 22nd December 2020 |
| Commence installation on site | February 2021 |
| Completion of soft landscaping works in woodland and hedge planting | End February 2021 |
| Completion of installation | April 2021 |

**The budget for this Tender is £190,000K broken down as follows:**

**Play area, trim trail & safer surfacing £110,000**

**Fencing, footpaths & landscaping £80,000**

Tenderers should provide the best possible solution for this price.

**Key Principles**

The site was formerly part of the grounds of the world-renowned Bletchley Park, once the home of the top-secret World War Two Codebreakers and now a vibrant heritage attraction.

The rich heritage of the site should be taken account of in all aspects of the design and the play area in particular should reflect the theme of ‘The Codebreakers’.

**Specification**

**Play Area**

The attached sketch design layout map shows the locations for the play area and the six stations where trim trail equipment is to be located. The supplied play equipment must be suitable for children up to 8 years of age and provide an opportunity for children to engage in multiple types of play and use their minds and bodies to interact with the environment and others.

* The supplied play equipment must conform to EN1176
* Arisings from the construction of the footpaths and play surface to be utilised to create mound/s and incorporated into the play design
* The equipment must predominately be made of steel but may incorporate other robust materials suited to the nature of play
* 2 no. Glasdon Lowther Heritage Bench, brown enviropol slats with concrete surface fixing bolts and tamper resistant covers
* 1 no. Broxap Athena Double Litter & Recycling bin, RAL 9005 with Litter, Recycling, Waste Stream and corporate logos
* 1 no. A3 pole-mounted information sign
* Wetpour Surface - The construction of the wet pour surface must include:
  + PCC edgings
  + All surfacing must meet EN 1177 impact attenuation for safer surfacing certification to be provided
  + All arisings to be re-distributed on site, subject to suitability, allowance to be included for partial disposal off-site

**Trim Trail**

The trim trail is to provide a succession of exercises and sequences that provide a fun and exciting challenge to include balancing, climbing, hanging, stretching and jumping.

* Suitable for all age groups
* The supplied outdoor trim trail must conform to EN1176
* The equipment must be predominately made from steel but may incorporate wooden elements, ropes etc.
* Wetpour safer surfacing to be laid underneath items of equipment and in keeping with overall design for the play facilities

**Footpaths**

Approximately 330 linear metres of paths at 1.5m width.

The construction of the footpaths must include:

* PCC edgings
  + Excavation to a minimum depth of 175mm and disposal of arisings on site as outlined above where suitable, allowance to be included for partial disposal off-site
* Minimum 100mm DOT1 sub-base
* Minimum 50mm AC20 dense binder course
* 25mm surface course macadam
* Coat macadam surface with tar, spray and chip, 3-6mm golden gravel ensuring no loose aggregate remains

\***NOTE** Where the path intersects the easement for the underground power cable, ensure the area is excavated by hand and the appropriate safety measures are followed.

**Estate Fencing at woodland**

Approximately 120 linear metres of fencing in galvanised steel, polyester powder coated in black as follows:

* 20mm diameter round top rail
* 4 flat rails of 25mm flat posts
* 40mm vertical uprights
* 2m length welded panels
* 1 no. 1.2m wide single-leaf lockable gate

In preparation for the installation the following additional works are required:

* Removal of existing chain link fencing and associated concrete posts
* Clearance of shrubs/scrub along existing fence line to a depth of two metres from the line of the new fence to be installed

**Landscaping at Flowers Park**

In preparation of the site we require the removal of one mature dead tree, one mature cherry tree and 8 small trees. Further landscaping required includes:

* Preparation of new wildflower bed, including creation of mound, rotavating ground and seeding with an annual wildflower mix
* Creation of bunds/mounds utilising arisings from footpath and play area excavations, to ensure slope at a gradient to enable future maintenance by ride-on mowers, topsoil as required and seeding

Ornamental Hedge:

* Approximately 275 metres to be planted a minimum of 2 metres away from existing boundary fence
* Ensure a cat scan is carried out along eastern boundary strip to determine no services are identified (see further below)
* Spray off 600mm strip, rotavate ground in preparation for planting
* Supply and plant bare root Fagus Sylvatica 40/60 at 3 per metre
* Supply and apply composted and screened green waste compost to planted bed
* Supply and apply wood chip mulch to a minimum depth of 75mm

\***NOTE** The eastern boundary of Flowers Park is within the two metre easement of the underground power cable. It is essential the area planting is outside this easement. At the point where the hedgeline crosses the underground cable on the corner with Hinsley Walk, excavation and preparation must be carried out by hand.

* All arisings unable to be utilised on site to be taken away and disposed of at a licensed tip
* The proposal must have regard to the Disability Discrimination Act
* To undertake the role of Principal Contractor and Principal Designer under the CDM 2015 Regulations or any regulations superseding this
* An independent inspection of the play area and trim trail will be required before completion, this must be carried out by a suitably qualified RPII inspector and certification provided
* All maintenance instructions for equipment must be passed to the client
* Warranty details to be confirmed along with repair or replacements policy as applicable
* Provide contact details of any responsible persons to deal with emergency situations both during and outside normal working hours.
* Accompanied site visits can be arranged.

**Minimum Criteria/Technical Ability:**

* Provide relevant Health & Safety accreditations and records for supply and installation of the equipment and surfacing
* The supplied play equipment and trim trail equipment must conform to EN 1176 for the manufacture and installation of play equipment
* All safety surfacing must meet EN 1177 impact attenuation for safer surfacing certification to be provided

**Site Access**

Access to the site (including delivery of goods and materials) will not be permitted between the hours of 6pm and 8am Monday to Friday, considering peak traffic movements around site and adjoining areas.

The contractor shall provide all temporary fencing and permanent fencing as necessary to ensure the Works remain protected from all unauthorised entry. The site is to be maintained in a secure state until completion at which time all temporary fencing, building materials and equipment is to be removed and all works made good. The site is also to be left in a safe and tidy state at the end of each working day.

The contractor must demonstrate that all controls and measures have been put in place to ensure disturbance to local residents’ is kept to a minimum, the site is secured, and the safety of the public is paramount.

The Bidder where applicable should visit the area to satisfy himself as to the local conditions, the full extent and character of the operation, parking and general traffic level conditions, the supply and conditions affecting labour and all other factors which could affect the execution of the Contract generally, as no claims on the ground of lack of knowledge will be entertained.

The Bidder is notified that all quantities given are approximate and given for guidance purposes only. No claim from the Bidder will be entertained by the Council for any mistakes in the information given.

**Appendices**

* Sketch design layout for Flowers Park
* Land Plan for Flowers Park and woodland for fencing
* Anglian Water Utilities Plan
* Underground power easement plan

**SCHEDULE TWO**

**SPECIMEN FORM OF AGREEMENT**

THIS AGREEMENT is made the day of 2020

between WEST BLETCHLEY COUNCIL of 221 Whaddon Way, Bletchley, Milton Keynes, MK3 7DZ (“the Council”) of the one part and whose registered office is situated at (“the Contractor”) of the other part

**WHEREAS:**

1. The Council is the local authority for the West Bletchley administrative area and provides local services in accordance with its statutory obligations and discretionary powers.
2. The Council requires the contractor to provide Flowers Park Play Area, Trim Trail, Safer Surfacing, Estate Fencing, Footpaths and Associated Landscaping (hereinafter collectively described as “the Service”).
3. The Council and the Contractor have agreed that the Contractor shall provide the Service in the manner and upon the terms hereinafter set out

**NOW IT IS AGREED** between the Council and the Contractor as follows:

1. This Contract constitutes the sole agreement between the Council and the Contractor for the provision by the Contractor of the Service
2. The Contractor shall provide the Service in accordance with the provisions of the Contract and to the satisfaction of the Council.
3. The Council will pay the Contractor for the Service in accordance with the Pricing Schedule which forms part of this Contract
4. So long as the Contractor shall continue to provide the Service in accordance with the provisions of the Contract and to the satisfaction of the Council the Council shall make to the Contractor the payments provided for in the Contract
5. This Contract comprises the Council’s Specification, Terms and Conditions, and the Service Provider’s Tender and all the other documents listed in the definition of Contract set out therein
6. Governing law and jurisdiction

This Agreement shall be governed and construed in accordance with the laws of England. The parties hereby irrevocably submit to the exclusive jurisdiction of the Courts of England and Wales

**AS WITNESS** the hands of the duly authorised representatives of the parties hereto the day and year first before written.

**SIGNED** by Helen Hupton, Clerk to West Bletchley Council

for and on behalf of West Bletchley Council.....................................................................

**SIGNED** by

for and on behalf of

**SCHEDULE THREE**

**TERMS AND CONDITIONS OF CONTRACT**

Flowers Park Play Area & Safer Surfacing, Trim Trail & Safer Surfacing, Estate Fencing, Footpaths and Associated Landscaping

between

WEST BLETCHLEY COUNCIL

and

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**Terms and Conditions of Contract for Services**

1. **Interpretation** 
   1. In these terms and conditions:

|  |  |
| --- | --- |
| “Agreement” | means the contract between (i) the Customer and (ii) the Supplier; |
| “Charges” | means the charges for the Services as specified in the Agreement; |
| “Confidential Information” | means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is marked as or stated to be confidential; or (iii) ought reasonably to be considered by the receiving Party to be confidential; |
| “Customer” | means West Bletchley Council; |
| “DPA” | has the meaning given to it in the GDPR; |
| “Expiry Date” | means the date for expiry of the Agreement as set out in the contract; |
| “FOIA” | means the Freedom of Information Act 2000; |
| "GDPR Information” | has the meaning given under section 84 of the FOIA; |
| “Key Personnel” | means any persons specified as such in the Agreement or otherwise notified as such by the Customer to the Supplier in writing; |
| “Party” | means the Supplier or the Customer (as appropriate) and “Parties” shall mean both of them; |
| “Personal Data” | means personal data (as defined in the DPA) which is processed by the this Agreement; |
| “Purchase Order Number” | means the Customer’s unique number relating to the supply of the Services; |
| “Request for Information” | has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term “request” shall apply); |
| “Services” | means the services to be supplied by the Supplier to the Customer under the Agreement; |
| “Specification” | means the specification for the Services (including as to quantity, description and quality) as specified in the request for quotation documents; |
| “Staff” | means all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any sub-contractor of the Supplier engaged in the performance of the Supplier’s obligations under the Agreement; |
| “Staff Vetting Procedures” | means vetting procedures that accord with good industry practice or, where requested by the Customer, the Customer’s procedures for the vetting of personnel as provided to the Supplier from time to time; |
| “Supplier” | means the person named as Supplier in the Agreement; |
| “Term” | means the period from the start date of the Agreement to the Expiry Date. |
| “VAT” | means value added tax in accordance with the provisions of the Value Added Tax Act 1994; and |
| “Working Day” | means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London. |

* 1. In these terms and conditions, unless the context otherwise requires:
     1. references to numbered clauses are references to the relevant clause in these terms and conditions;
     2. any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;
     3. the headings to the clauses of these terms and conditions are for information only and do not affect the interpretation of the Agreement;
     4. any reference to an enactment includes reference to that enactment as amended or replaced from time to time and to any subordinate legislation or byelaw made under that enactment; and
     5. the word ‘including’ shall be understood as meaning ‘including without limitation’.

1. **Basis of Agreement** 
   1. This contract has been awarded based upon the Tender submission by the Supplier and in accordance with the terms and conditions of the Agreement
2. **Supply of Services** 
   1. In consideration of the Customer’s agreement to pay the Charges, the Supplier shall supply the Services to the Customer for the Term subject to and in accordance with the terms and conditions of the Agreement.
   2. In supplying the Services, the Supplier shall:
      1. co-operate with the Customer in all matters relating to the Services and comply with all the Customer’s instructions;
      2. perform the Services with all reasonable care, skill and diligence in accordance with good industry practice in the Supplier’s industry, profession or trade;
      3. use Staff who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier’s obligations are fulfilled in accordance with the Agreement;
      4. ensure that the Services shall conform with all descriptions and specifications set out in the Specification;
      5. comply with all applicable laws; and
      6. provide all equipment, tools and vehicles and other items as are required to provide the Services.
   3. The Customer may by written notice to the Supplier at any time request a variation to the scope of the Services. In the event that the Supplier agrees to any variation to the scope of the Services, the Charges shall be subject to fair and reasonable adjustment to be agreed in writing between the Customer and the Supplier.
3. **Term** 
   1. The Agreement shall take effect and expires on the dates specified in the project timetable.
4. **Payment Terms**
   1. The Charges for the Services shall be as set out in the as set out in the agreed payment schedule.
   2. The Supplier shall invoice the Customer as specified in the Agreement. Each invoice shall include such supporting information required by the Customer to verify the accuracy of the invoice, including the relevant Purchase Order Number and a breakdown of the Services supplied in the invoice period.
   3. All amounts stated are exclusive of VAT which shall be charged at the prevailing rate. The Customer shall, following the receipt of a valid VAT invoice, pay to the Supplier a sum equal to the VAT chargeable in respect of the Services.
   4. If there is a dispute between the Parties as to the amount invoiced, the Customer shall pay the undisputed amount. The Supplier shall not suspend the supply of the Services unless the Supplier is entitled to terminate the Agreement for a failure to pay undisputed sums in accordance with clause 16.4. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 19.
   5. If any sum of money is recoverable from or payable by the Supplier under the Agreement (including any sum which the Supplier is liable to pay to the Customer in respect of any breach of the Agreement), that sum may be deducted unilaterally by the Customer from any sum then due, or which may come due, to the Supplier under the Agreement or under any other agreement or contract with the Customer. The Supplier shall not be entitled to assert any credit, set-off or counterclaim against the Customer in order to justify withholding payment of any such amount in whole or in part.
5. **Premises and equipment** 
   1. If necessary, the Customer shall provide the Supplier with reasonable access at reasonable times to its premises for the purpose of supplying the Services. All equipment, tools and vehicles brought onto the Customer’s premises by the Supplier or the Staff shall be at the Supplier’s risk.
   2. If the Supplier supplies all or any of the Services at or from the Customer’s premises, on completion of the Services or termination or expiry of the Agreement (whichever is the earlier) the Supplier shall vacate the Customer’s premises, remove the Supplier’s plant, equipment and unused materials and all rubbish arising out of the provision of the Services and leave the Customer’s premises in a clean, safe and tidy condition. The Supplier shall be solely responsible for making good any damage to the Customer’s premises or any objects contained on the Customer’s premises which is caused by the Supplier or any Staff, other than fair wear and tear.
   3. If the Supplier supplies all or any of the Services at or from its premises or the premises of a third party, the Customer may, during normal business hours and on reasonable notice, inspect and examine the manner in which the relevant Services are supplied at or from the relevant premises.
6. **Staff and Key Personnel** 
   1. If the Customer reasonably believes that any of the Staff are unsuitable to undertake work in respect of the Agreement, it may, by giving written notice to the Supplier:
      1. refuse admission to the relevant person(s) to the Customer’s premises;
      2. direct the Supplier to end the involvement in the provision of the Services of the relevant person(s); and/or
      3. require that the Supplier replace any person removed under this clause with another suitably qualified person and procure that any security pass issued by the Customer to the person removed is surrendered, and the Supplier shall comply with any such notice.
   2. The Supplier shall:
      1. if requested, provide the Customer with a list of the names and addresses (and any other relevant information) of all persons who may require admission to the Customer’s premises in connection with the Agreement; and
      2. ensure that all Staff comply with any rules, regulations and requirements reasonably specified by the Customer.
7. **Assignment and sub-contracting** 
   1. The Supplier shall not without the written consent of the Customer assign, sub-contract, novate or in any way dispose of the benefit and/ or the burden of the Agreement or any part of the Agreement. The Customer may, in the granting of such consent, provide for additional terms and conditions relating to such assignment, sub-contract, novation or disposal. The Supplier shall be responsible for the acts and omissions of its sub-contractors as though those acts and omissions were its own.
   2. Where the Supplier enters into a sub-contract for the purpose of performing its obligations under the Agreement, it shall ensure that a provision is included in such sub-contract which requires payment to be made of all sums due by the Supplier to the sub-contractor within a specified period not exceeding 30 days from the receipt of a valid invoice.
   3. Where the Customer has consented to the placing of sub-contracts, the Supplier shall, at the request of the Customer, send copies of each sub-contract, to the Customer as soon as is reasonably practicable.
   4. The Customer may assign, novate, or otherwise dispose of its rights and obligations under the Agreement without the consent of the Supplier provided that such assignment, novation or disposal shall not increase the burden of the Supplier’s obligations under the Agreement.
8. **Intellectual Property Rights** 
   1. All intellectual property rights in any materials provided by the Customer to the Supplier for the purposes of this Agreement shall remain the property of the Customer but the Customer hereby grants the Supplier a royalty-free, non-exclusive and non-transferable licence to use such materials as required until termination or expiry of the Agreement for the sole purpose of enabling the Supplier to perform its obligations under the Agreement.
   2. All intellectual property rights in any materials created or developed by the Supplier pursuant to the Agreement or arising as a result of the provision of the Services shall vest in the Supplier. If, and to the extent, that any intellectual property rights in such materials vest in the Customer by operation of law, the Customer hereby assigns to the Supplier by way of a present assignment of future rights that shall take place immediately on the coming into existence of any such intellectual property rights all its intellectual property rights in such materials (with full title guarantee and free from all third party rights).
   3. The Supplier hereby grants the Customer:
      1. a perpetual, royalty-free, irrevocable, non-exclusive licence (with a right to sub-license) to use all intellectual property rights in the materials created or developed pursuant to the Agreement and any intellectual property rights arising as a result of the provision of the Services; and
      2. a perpetual, royalty-free, irrevocable and non-exclusive licence (with a right to sub-license) to use:
      3. any intellectual property rights vested in or licensed to the Supplier on the date of the Agreement; and
      4. any intellectual property rights created during the Term but which are neither created or developed pursuant to the Agreement nor arise as a result of the provision of the Services, including any modifications to or derivative versions of any such intellectual property rights, which the Customer reasonably requires in order to exercise its rights and take the benefit of the Agreement including the Services provided.
   4. The Supplier shall indemnify, and keep indemnified, the Customer in full against all costs, expenses, damages and losses (whether direct or indirect), including any interest, penalties, and reasonable legal and other professional fees awarded against or incurred or paid by the Customer as a result of or in connection with any claim made against the Customer for actual or alleged infringement of a third party’s intellectual property arising out of, or in connection with, the supply or use of the Services, to the extent that the claim is attributable to the acts or omission of the Supplier or any Staff.
9. **Governance and Records** 
   1. The Supplier shall:
      1. attend progress meetings with the Customer at the frequency and times specified by the Customer and shall ensure that its representatives are suitably qualified to attend such meetings; and
      2. submit progress reports to the Customer at the times and in the format specified by the Customer.
   2. The Supplier shall keep and maintain until 6 years after the end of the Agreement, or as long a period as may be agreed between the Parties, full and accurate records of the Agreement including the Services supplied under it and all payments made by the Customer. The Supplier shall on request afford the Customer or the Customer’s representatives such access to those records as may be reasonably requested by the Customer in connection with the Agreement.
10. **Confidentiality, Transparency and Publicity** 
    1. Subject to clause 11.2, each Party shall:
       1. treat all Confidential Information it receives as confidential, safeguard it accordingly and not disclose it to any other person without the prior written permission of the disclosing Party; and
       2. not use or exploit the disclosing Party’s Confidential Information in any way except for the purposes anticipated under the Agreement.
    2. Notwithstanding clause 11.1, a Party may disclose Confidential Information which it receives from the other Party:
       1. where disclosure is required by applicable law or by a court of competent jurisdiction;
       2. to its auditors or for the purposes of regulatory requirements;
       3. on a confidential basis, to its professional advisers;
       4. to the Serious Fraud Office where the Party has reasonable grounds to believe that the other Party is involved in activity that may constitute a criminal offence under the Bribery Act 2010;
       5. where the receiving Party is the Supplier, to the Staff on a need to know basis to enable performance of the Supplier’s obligations under the Agreement provided that the Supplier shall procure that any Staff to whom it discloses Confidential Information pursuant to this clause 11.2.5 shall observe the Supplier’s confidentiality obligations under the Agreement; and
       6. where the receiving Party is the Customer:
       7. on a confidential basis to the employees, agents, consultants and contractors of the Customer;
       8. on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any company to which the Customer transfers or proposes to transfer all or any part of its business;
       9. to the extent that the Customer (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions; or
       10. in accordance with clause 12. and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on the Customer under this clause 11.
    3. The Parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of the Agreement is not Confidential Information and the Supplier hereby gives its consent for the Customer to publish this Agreement in its entirety to the general public (but with any information that is exempt from disclosure in accordance with the FOIA redacted) including any changes to the Agreement agreed from time to time. The Customer may consult with the Supplier to inform its decision regarding any redactions but shall have the final decision in its absolute discretion whether any of the content of the Agreement is exempt from disclosure in accordance with the provisions of the FOIA.
    4. The Supplier shall not, and shall take reasonable steps to ensure that the Staff shall not, make any press announcement or publicise the Agreement or any part of the Agreement in any way, except with the prior written consent of the Customer.
11. **Freedom of Information** 
    1. The Supplier acknowledges that the Customer is subject to the requirements of the FOIA and the Environmental Information Regulations 2004 and shall:
       1. provide all necessary assistance and cooperation as reasonably requested by the Customer to enable the Customer to comply with its obligations under the FOIA and the Environmental Information Regulations 2004;
       2. transfer to the Customer all Requests for Information relating to this Agreement that it receives as soon as practicable and in any event within 2 Working Days of receipt;
       3. provide the Customer with a copy of all Information belonging to the Customer requested in the Request for Information which is in its possession or control in the form that the Customer requires within 5 Working Days (or such other period as the Customer may reasonably specify) of the Customer's request for such Information; and
       4. 12.1.4 not respond directly to a Request for Information unless authorised in writing to do so by the Customer.
    2. The Supplier acknowledges that the Customer may be required under the FOIA and the Environmental Information Regulations 2004 to disclose Information concerning the Supplier or the Services (including commercially sensitive information) without consulting or obtaining consent from the Supplier. In these circumstances the Customer shall, in accordance with any relevant guidance issued under the FOIA, take reasonable steps, where appropriate, to give the Supplier advance notice, or failing that, to draw the disclosure to the Supplier’s attention after any such disclosure.
    3. Notwithstanding any other provision in the Agreement, the Customer shall be responsible for determining in its absolute discretion whether any Information relating to the Supplier or the Services is exempt from disclosure in accordance with the FOIA and/or the Environmental Information Regulations 2004.
12. **Protection of Personal Data and Security of Data** 
    1. The Supplier shall, and shall procure that all Staff shall, comply with any notification requirements under the DPA and both Parties shall duly observe all their obligations under the DPA which arise in connection with the Agreement.
    2. Notwithstanding the general obligation in clause 13.1, where the Supplier is processing Personal Data for the Customer as a data processor (as defined by the DPA) the Supplier shall:
       1. ensure that it has in place appropriate technical and organisational measures to ensure the security of the Personal Data (and to guard against unauthorised or unlawful processing of the Personal Data and against accidental loss or destruction of, or damage to, the Personal Data), as required under the Seventh Data Protection Principle in Schedule 1 to the DPA;
       2. provide the Customer with such information as the Customer may reasonably request to satisfy itself that the Supplier is complying with its obligations under the DPA;
       3. promptly notify the Customer of:
13. any breach of the security requirements of the Customer as referred to in clause 13.3; and
14. any request for personal data; and
    * 1. ensure that it does not knowingly or negligently do or omit to do anything which places the Customer in breach of the Customer’s obligations under the DPA.
    1. When handling Customer data (whether or not Personal Data), the Supplier shall ensure the security of the data is maintained in line with the security requirements of the Customer as notified to the Supplier from time to time.
15. **Liability** 
    1. The Supplier shall not be responsible for any injury, loss, damage, cost or expense suffered by the Customer if and to the extent that it is caused by the negligence or wilful misconduct of the Customer or by breach by the Customer of its obligations under the Agreement.
    2. Subject always to clauses 14.3 and 14.4:
       1. the aggregate liability of the Supplier in respect of all defaults, claims, losses or damages howsoever caused, whether arising from breach of the Agreement, the supply or failure to supply of the Services, misrepresentation (whether tortuous or statutory), tort (including negligence), breach of statutory duty or otherwise shall in no event exceed a sum equal to 125% of the Charges paid or payable to the Supplier; and
       2. except in the case of claims arising under clauses 9.4 and 18.3, in no event shall the Supplier be liable to the Customer for any:
16. loss of profits;
17. loss of business;
18. loss of revenue;
19. loss of or damage to goodwill;
20. loss of savings (whether anticipated or otherwise); and/or
21. any indirect, special or consequential loss or damage.
    1. Nothing in the Agreement shall be construed to limit or exclude either Party's liability for:
       1. death or personal injury caused by its negligence or that of its Staff;
       2. fraud or fraudulent misrepresentation by it or that of its Staff; or
       3. any other matter which, by law, may not be excluded or limited.
    2. The Supplier’s liability under the indemnity in clause 9.4 and 18.3 shall be unlimited.
22. **Force Majeure**

Neither Party shall have any liability under or be deemed to be in breach of the Agreement for any delays or failures in performance of the Agreement which result from circumstances beyond the reasonable control of the Supplier. Each Party shall promptly notify the other Party in writing when such circumstances cause a delay or failure in performance and when they cease to do so. If such circumstances continue for a continuous period of more than two months, either Party may terminate the Agreement by written notice to the other Party.

1. **Termination** 
   1. The Customer may terminate the Agreement at any time by notice in writing to the Supplier to take effect on any date falling at least 1 month (or, if the Agreement is less than 3 months in duration, at least 10 Working Days) later than the date of service of the relevant notice.
   2. Without prejudice to any other right or remedy it might have, the Customer may terminate the Agreement by written notice to the Supplier with immediate effect if the Supplier:
      1. (without prejudice to clause 16.2.5), is in material breach of any obligation under the Agreement which is not capable of remedy;
      2. repeatedly breaches any of the terms and conditions of the Agreement in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Agreement;
      3. is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Supplier receiving notice specifying the breach and requiring it to be remedied;
      4. undergoes a change of control within the meaning of section 416 of the Income and Corporation Taxes Act 1988;
      5. breaches any of the provisions of clauses 7.2, 11, 12, 13 and 17; or
      6. becomes insolvent, or if an order is made or a resolution is passed for the winding up of the Supplier (other than voluntarily for the purpose of solvent amalgamation or reconstruction), or if an administrator or administrative receiver is appointed in respect of the whole or any part of the Supplier’s assets or business, or if the Supplier makes any composition with its creditors or takes or suffers any similar or analogous action (to any of the actions detailed in this clause 16.2.6) in consequence of debt in any jurisdiction.
   3. The Supplier shall notify the Customer as soon as practicable of any change of control as referred to in clause 16.2.4 or any potential such change of control.
   4. The Supplier may terminate the Agreement by written notice to the Customer if the Customer has not paid any undisputed amounts within 90 days of them falling due.
   5. Termination or expiry of the Agreement shall be without prejudice to the rights of either Party accrued prior to termination or expiry and shall not affect the continuing rights of the Parties under this clause and clauses 2, 3.2, 6.1, 6.2, 7, 9, 10.2, 11, 12, 13, 14, 16.6, 17.4, 18.3, 19 and 20.7 or any other provision of the Agreement that either expressly or by implication has effect after termination.
   6. Upon termination or expiry of the Agreement, the Supplier shall:
      1. give all reasonable assistance to the Customer and any incoming supplier of the Services; and
      2. return all requested documents, information and data to the Customer as soon as reasonably practicable.
2. **Compliance** 
   1. The Supplier shall promptly notify the Customer of any health and safety hazards which may arise in connection with the performance of its obligations under the Agreement. The Customer shall promptly notify the Supplier of any health and safety hazards which may exist or arise at the Customer’s premises and which may affect the Supplier in the performance of its obligations under the Agreement.
   2. The Supplier shall:
      1. comply with all the Customer’s health and safety measures while on the Customer’s premises; and
      2. notify the Customer immediately in the event of any incident occurring in the performance of its obligations under the Agreement on the Customer’s premises where that incident causes any personal injury or damage to property which could give rise to personal injury.
   3. The Supplier shall:
      1. perform its obligations under the Agreement in accordance with all applicable equality Law and the Customer’s equality and diversity policy as provided to the Supplier from time to time; and
      2. take all reasonable steps to secure the observance of clause 17.3.1 by all Staff.
   4. The Supplier shall supply the Services in accordance with the Customer’s environmental policy as provided to the Supplier from time to time.
   5. The Supplier shall comply with, and shall ensure that its Staff shall comply with, the provisions of:
      1. the Official Secrets Acts 1911 to 1989; and
      2. section 182 of the Finance Act 1989.
3. **Prevention of Fraud and Corruption** 
   1. The Supplier shall not offer, give, or agree to give anything, to any person an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Agreement or for showing or refraining from showing favour or disfavour to any person in relation to the Agreement.
   2. The Supplier shall take all reasonable steps, in accordance with good industry practice, to prevent fraud by the Staff and the Supplier (including its shareholders, members and directors) in connection with the Agreement and shall notify the Customer immediately if it has reason to suspect that any fraud has occurred or is occurring or is likely to occur.
   3. If the Supplier or the Staff engages in conduct prohibited by clause 18.1 or commits fraud in relation to the Agreement or any other contract with the Crown (including the Customer) the Customer may:
      1. terminate the Agreement and recover from the Supplier the amount of any loss suffered by the Customer resulting from the termination, including the cost reasonably incurred by the Customer of making other arrangements for the supply of the Services and any additional expenditure incurred by the Customer throughout the remainder of the Agreement; or
      2. recover in full from the Supplier any other loss sustained by the Customer in consequence of any breach of this clause.
4. **Dispute Resolution** 
   1. The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Agreement and such efforts shall involve the escalation of the dispute to an appropriately senior representative of each Party.
   2. If the dispute cannot be resolved by the Parties within one month of being escalated as referred to in clause 19.1, the dispute may by agreement between the Parties be referred to a neutral adviser or mediator (the “Mediator”) chosen by agreement between the Parties. All negotiations connected with the dispute shall be conducted in confidence and without prejudice to the rights of the Parties in any further proceedings.
   3. If the Parties fail to appoint a Mediator within one month, or fail to enter into a written agreement resolving the dispute within one month of the Mediator being appointed, either Party may exercise any remedy it has under applicable law.
5. **General** 
   1. Each of the Parties represents and warrants to the other that it has full capacity and authority, and all necessary consents, licences and permissions to enter into and perform its obligations under the Agreement, and that the Agreement is executed by its duly authorised representative.
   2. A person who is not a party to the Agreement shall have no right to enforce any of its provisions which, expressly or by implication, confer a benefit on him, without the prior written agreement of the Parties.
   3. The Agreement cannot be varied except in writing signed by a duly authorised representative of both the Parties.
   4. The Agreement contains the whole agreement between the Parties and supersedes and replaces any prior written or oral agreements, representations or understandings between them. The Parties confirm that they have not entered into the Agreement on the basis of any representation that is not expressly incorporated into the Agreement. Nothing in this clause shall exclude liability for fraud or fraudulent misrepresentation.
   5. Any waiver or relaxation either partly, or wholly of any of the terms and conditions of the Agreement shall be valid only if it is communicated to the other Party in writing and expressly stated to be a waiver. A waiver of any right or remedy arising from a breach of contract shall not constitute a waiver of any right or remedy arising from any other breach of the Agreement.
   6. The Agreement shall not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between the Parties other than the contractual relationship expressly provided for in the Agreement. Neither Party shall have, nor represent that it has, any authority to make any commitments on the other Party’s behalf.
   7. Except as otherwise expressly provided by the Agreement, all remedies available to either Party for breach of the Agreement (whether under the Agreement, statute or common law) are cumulative and may be exercised concurrently or separately, and the exercise of one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.
   8. If any provision of the Agreement is prohibited by law or judged by a court to be unlawful, void or unenforceable, the provision shall, to the extent required, be severed from the Agreement and rendered ineffective as far as possible without modifying the remaining provisions of the Agreement, and shall not in any way affect any other circumstances of or the validity or enforcement of the Agreement.
6. **Notices** 
   1. Any notice to be given under the Agreement shall be in writing and may be served by personal delivery, first class recorded or, subject to clause 21.3, e-mail to the address of the relevant Party set out in the Agreement, or such other address as that Party may from time to time notify to the other Party in accordance with this clause:
   2. Notices served as above shall be deemed served on the Working Day of delivery provided delivery is before 5.00pm on a Working Day. Otherwise delivery shall be deemed to occur on the next Working Day. An email shall be deemed delivered when sent unless an error message is received.
   3. Notices under clauses 15 (Force Majeure) and 16 (Termination) may be served by email only if the original notice is then sent to the recipient by personal delivery or recorded delivery in the manner set out in clause 21.1.
7. **Governing Law and Jurisdiction**

The validity, construction and performance of the Agreement, and all contractual and non-contractual matters arising out of it, shall be governed by English law and shall be subject to the exclusive jurisdiction of the English courts to which the Parties submit.

[Annex 2 - Charges]

(Suppliers tender submission to be inserted here)

[Annex [2/3] Specification]

(Schedule one to be inserted here)