

STANDARD DOCUMENT: SHORT FORM CONTRACT FOR THE SUPPLY OF GOODS AND/OR SERVICES

Manchester
Rubber Stamp Co
Limited

Attn: [REDACTED]
By email to: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED] of Health Mark Provisions for Approved Establishments in England and Wales

Following your quotation for the supply of Health Mark Provisions to the Food Standards Agency, we are pleased confirm our intention to award this contract to you.

The attached contract details ("**Order Form**"), contract conditions and the **Annexes** set out the terms of the contract between the Food Standards Agency for the provision of the deliverables set out in the Order Form.

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the deliverables. Please confirm your acceptance of the Conditions by signing and returning the Order Form to Lisa Francis at [REDACTED] within **7** days from the date of this Order Form. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

We will then arrange for Order Form to be countersigned which will create a binding contract between us.

Yours faithfully,

L. Francis

Lisa Francis MCIPS
Commercial Category Manager

Order Form

1. Contract Reference	FS101233	
2. Date	02/04/2020	
3. Buyer	Food Standards Agency 1 st Floor, Foss House, 1-2 Peasholme Green, York, YO1 7PR	
4. Supplier	Manchester Rubber Stamp Ltd 63 Red Bank, Manchester, Greater Manchester, M8 8RD Company registration number 02461063	
5. The Contract	<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 Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p> <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>	
6. Deliverables	Goods Services	<p>Delivered in accordance with the following instructions:</p> <p>Delivery Address: Approved establishments in England and Wales.</p> <p>Date of Delivery: Dispatch the finished goods directly to the address provided within 4 working days from receipt of order.</p> <p>Where an emergency requirement for stamps is needed, the supplier is to provide them within 48 hours of request.</p> <p>Additional Delivery Instructions: Dispatch all stamps via Special Post or Courier, dependent upon quantity.</p>

<p>7. Specification</p>	<p>The specification of the Deliverables is as set out Annex 2.</p>
<p>8. Term</p>	<p>The Term shall commence on 1st April 2020</p> <p>and the Expiry Date shall be 31st March 2023, unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract.</p> <p>The Buyer may extend the Contract for a period of up to 2 years 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>
<p>9. Charges</p>	<p>The Charges for the Deliverables shall be as set out in Annex 3.</p>
<p>10. Payment</p>	<p>All invoices must be sent, quoting a valid purchase order number (PO Number), to: [REDACTED]</p> <p>Invoices are to be submitted within 10 days of the month end. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to [REDACTED] by telephone 0845 603 7262 between 09:00-17:00 Monday to Friday.</p>

<p>11. Buyer Authorised Representative(s)</p>	<p>For general liaison your contact will continue to be</p> <p>[REDACTED]</p> <p>or, in their absence,</p> <p>[REDACTED]</p>				
<p>12. Address notices for</p>	<table border="0"> <tr> <td style="vertical-align: top;"> <p>Buyer:</p> <p>Food Standards Agency 1st Floor Foss House, 1-2 Kings Pool Peasholme Green York YO1 7PR</p> </td> <td style="vertical-align: top;"> <p>Supplier:</p> <p>Manchester Rubber Stamp Co Ltd 63 Red Bank Manchester Greater Manchester M8 8RD</p> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <p>[REDACTED]</p> </td> </tr> </table>	<p>Buyer:</p> <p>Food Standards Agency 1st Floor Foss House, 1-2 Kings Pool Peasholme Green York YO1 7PR</p>	<p>Supplier:</p> <p>Manchester Rubber Stamp Co Ltd 63 Red Bank Manchester Greater Manchester M8 8RD</p>	<p>[REDACTED]</p>	
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<p>[REDACTED]</p>					
<p>13. Key Personnel</p>	<table border="0"> <tr> <td style="vertical-align: top;"> <p>Buyer:</p> <p>Food Standards Agency 1st Floor Foss House, 1-2 Kings Pool Peasholme Green York YO1 7PR</p> </td> <td style="vertical-align: top;"> <p>Supplier:</p> <p>Manchester Rubber Stamp Co Ltd 63 Red Bank Manchester Greater Manchester M8 8RD</p> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <p>[REDACTED]</p> </td> </tr> </table>	<p>Buyer:</p> <p>Food Standards Agency 1st Floor Foss House, 1-2 Kings Pool Peasholme Green York YO1 7PR</p>	<p>Supplier:</p> <p>Manchester Rubber Stamp Co Ltd 63 Red Bank Manchester Greater Manchester M8 8RD</p>	<p>[REDACTED]</p>	
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<p>[REDACTED]</p>					
<p>14. Procedures and Policies</p>	<p>For the purposes of the Contract the Staff Vetting Procedures/data security requirements/equality and diversity policy are available on www.food.gov.uk.</p> <p>The Buyer may require the Supplier to ensure that any person employed in the delivery of the Deliverables has undertaken a Disclosure and Barring Service check.</p> <p>The Supplier shall ensure that no person who 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 (each such conviction a "Relevant Conviction"), or 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) is employed or engaged in the provision of any part of the Deliverables.</p>				

Signed for and on behalf of the Supplier	[Redacted]
[Redacted]	[Redacted] operations
[Redacted]	Date: 02/04/2020
[Redacted]	Sig [Redacted] [Redacted]

Annex 1 – Authorised Processing Template

Contract:	FS101233 Supply of Health Mark Provisions for Approved Establishments in England and Wales
Date:	27 th February 2020
Description Of Authorised Processing	Details
Subject matter of the processing	Information associated with the production and destruction of health mark stamps
Duration of the processing	1 st April 2020 – 31 st March 2023 with a possible maximum two year extension.
Nature and purposes of the processing	Data is processed in the production and dispatch of health mark stamps. Data is stored hard copy in a locked filing cabinet for 18 months.
Type of Personal Data	Slaughterhouse Name, Slaughterhouse Address, Telephone Number, FSA Staff Name Email Address Telephone Number
Categories of Data Subject	Staff and Establishment data