OFFICIAL

FCDO Services

And

(Name of Supplier)

Agreement for Supply & Installation of a 3D Laser Printer

Contract XLY120/013/23AC

**Document control**

| **Document Name** | Form of Agreement |
| --- | --- |
| **Author** | Procurement |
| **Version** | V2.0 16/09/2020 |

**Document distribution**

| **Name** | **Reason** |
| --- | --- |
|  |  |

**Change history**

| **Version** | **Date** | **Revisions** |
| --- | --- | --- |
| V1.0 | 18/02/2016 | 1st Version |
| V2.0 | 16/09/2020 | 2nd Version – Rebranded following name change from FCO Services to FCDO Services |

**Abbreviations**

| **Abbrev.** | **Meaning** |
| --- | --- |
| FCDO | Foreign, Commonwealth and Development Office |

# Form of Agreement

**THIS AGREEMENT** is made on [DATE]

**BETWEEN**

1. The Secretary of State for Foreign, Commonwealth and Development Affairs acting as part of the Crown and as represented by **FCDO Services** (being a separate Trading Fund of the Foreign, Commonwealth and Development Office without separate legal authority) whose principal place of business is at Hanslope Park, Hanslope, Milton Keynes, MK19 7BH (“**Authority**”)
2. [Name and registered office/principal business address of Supplier] (“**Supplier**”)

# It Is Agreed That

1. Agreement documents

The Agreement is comprised of the following documents:

|  |  |
| --- | --- |
| **Section 1:** | Form of Agreement |
| **Section 2:** | **Terms and Conditions for Goods and Services** |
| **Section 3:** | **The Suppliers Response to the Authority’s Contract Notice Ref XLY120/013/22AC as published on Contracts Finder 26th January 2023** |
| **Section 4:** | N/A |

which shall govern any Contract entered into pursuant to it.

2. Interpretation

The meanings and interpretations set out in this Section 1 and in Section 2 will apply throughout the Agreement save where the contrary is expressed or the context does not so admit.

3. Commencement and duration

3.1 The Agreement shall commence and, unless extended or terminated in accordance with the provisions of this Agreement or otherwise lawfully terminated, expire on the following dates respectively (**“Initial Duration”**):

|  |  |
| --- | --- |
| **Commencement Date:** | [Date] |
| **Expiry Date:** | [Date] |

3.2 NOT USED

4. Addresses for Notices

4.1 Any notice to be given by a party to the other pursuant to this Agreement or to any Contract entered into hereunder shall be addressed to the other party’s Authorised Representative. The parties’ respective Authorised Representatives are as follows:

|  |  |  |
| --- | --- | --- |
|  | **Authority** | **Supplier** |
| **Name:** | [Name] | [Name] |
| **Address:** | [Address] | [Address] |
| **Fax Number:** | [No.] | [No.] |
| **Email:** | [email] | [email] |

4.2 A party shall give notice to the other party of any change or subsequent change to the details of its authorised representative during the duration of this Agreement within two [2] Business Days of any such change.

5. NOT USED

SIGNED in duplicate on behalf of the parties:

|  |  |
| --- | --- |
| **For the Authority** | **For the Supplier** |
| Signature: | Signature: |
| Full Name: | Full Name: |
| Title of Position: | Title of Position: |
| Date: | Date: |

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