



Crown  
Commercial  
Service

## **RM 6237 Low Value Purchasing System**

### **Buyer Contract**

### **CQC Ergonomic Furniture CQC CS 012**

Back Care Solutions Limited  
The Old Bakery,  
Club Street,  
Bamber Bridge,  
Preston  
PR5 6FN

08 April 2025

Dear Sir

**Award of Buyer Contract under LVPS – Ergonomic Furniture CQC CS 012**

I am writing to inform you that **Care Quality Commission** (the “**Buyer**”) proposes to make an award of a contract to you to provide the Deliverables on the terms set out in this letter (the “**Buyer Contract**”). The Buyer Contract will be created by the Supplier emailing the Buyer to accept the offer of the Buyer Contract in accordance with the instructions in this letter.

This award is made under the CCS Low Value Purchase System, which is a system established by the Crown Commercial Service under Part 4 of the Public Contracts Regulations 2015 for suppliers who are able to provide goods and/or services where the value of the contract is below the relevant thresholds for Part 2 of the Public Contracts Regulations 2015 to apply (“**LVPS**”).

The Buyer Contract

The Buyer Contract shall be as follows:

- 1) The Supplier shall supply the Deliverables on the terms set out in this letter and the contract conditions specified in Annex A to this letter (the “**Conditions**”).
- 2) The Charges for the Deliverables are specified in Part 2 of Annex F.
- 3) Any special terms set out in Annex B to this letter apply to the Buyer Contract (each a “**Special Term**”).
- 4) No other Supplier terms are part of the Buyer Contract. That includes any terms written in the email accepting the offer of the Buyer Contract or presented at the time of delivery.
- 5) If any of the Conditions conflict with any of the terms of this letter or with any Special Term, the terms of this letter or the relevant Special Term prevails. If any of the Special Terms conflict with any of the terms of this letter, the relevant Special Term prevails.
- 6) The Term shall begin on the date of your email confirming acceptance of the offer to enter into the Buyer Contract and the Expiry Date shall be **06 April 2026** unless it is otherwise extended or terminated in accordance with the terms and conditions of the Buyer Contract.
- 7) If the Buyer and the Supplier enter into the Buyer Contract, the Buyer and the Supplier will, each at their own expense, do all acts and things necessary or desirable to give effect to the Buyer Contract.

Accepting the offer of the Buyer Contract

**Care Quality Commission** proposes to enter into the Buyer Contract by an exchange of correspondence rather than signing hard copies of the Buyer Contract. I confirm that I am authorised by Jonathan Syrad to

accept the terms of the Buyer Contract and this letter expresses my intention to authenticate the Buyer Contract.

Please arrange for a person the Supplier authorises to sign contracts on its behalf to confirm by email, from [REDACTED] using the heading **CQC CS 012 Ergonomic Furniture** the Supplier's acceptance of the Buyer Contract using the wording set out below.

Please state the following in your email:

*"I refer to your letter dated **08 April 2025** (the "**Letter**") in respect of the contract **CQC CS 012 ERGONOMIC FURNITURE** (the "**Buyer Contract**"). A copy of the Letter is attached to this email. I confirm that I am authorised by **BACK SOLUTIONS LIMITED** (the "**Supplier**") to accept the terms of the Buyer Contract for and on behalf of the Supplier, that the Supplier intends to be bound by the terms of the Buyer Contract and that the Buyer Contract takes effect on and from the date of this email."*

Please make sure that your name and job title are included in the email and attach a copy of this letter to your email.

If we are not sufficiently clear whether or not you accept the terms of the Buyer Contract we will contact you again to ask for clarification. Until we receive your authorised signatory's email clearly accepting the terms of the Buyer Contract as set out in this letter, the Buyer Contract will not come into force.

Contract management information

In order to make the Buyer Contract operate properly, you will need the information set out in Annex C to this letter.

If you accept the Buyer Contract, please provide the following information with your email of acceptance:

- Commercially Sensitive Information (not applicable or insert your Commercially Sensitive Information)
- Supplier Address for notices (if different to the Supplier's Registered Address)
- Supplier's account for payment of Charges
- Insert Insurance requirements

If you have any queries, please contact me on [REDACTED]

Yours faithfully,

[REDACTED]

## Annex A Conditions

### 1. DEFINITIONS USED IN THE BUYER CONTRACT

In this Buyer Contract, unless the context otherwise requires, the following words shall have the following meanings:

<b>“Buyer”</b>	means the person identified in the letterhead of the Letter;
<b>"Buyer Cause"</b>	any breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Buyer Contract and in respect of which the Buyer is liable to the Supplier;
<b>“Buyer Contract”</b>	has the meaning given to it in the Letter;
<b>“CCS”</b>	the Minister for the Cabinet Office as represented by Crown Commercial Service, which is an executive agency and operates as a trading fund of the Cabinet Office, whose offices are located at 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP;
<b>"Central Government Body"</b>	means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: a) Government Department; b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal); c) Non-Ministerial Department; or d) Executive Agency;
<b>"Charges"</b>	means the charges specified in Part 2 of Annex F and which in aggregate shall in no circumstances exceed the thresholds set out in regulation 5 of the Regulations;
<b>“Commercially Sensitive Information”</b>	the Confidential Information listed in the email of acceptance comprising of commercially sensitive information relating to the Supplier, its intellectual property rights or its business or which the Supplier has indicated to the Buyer that, if disclosed by the Buyer, would cause the Supplier significant commercial disadvantage or material financial loss;
<b>"Confidential Information"</b>	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;
<b>"Controller"</b>	has the meaning given to it in the UK GDPR;
<b>"Data Protection Impact Assessment"</b>	an assessment by the Controller of the impact of the envisaged Processing on the protection of Personal Data;
<b>"Data Protection Legislation"</b>	(i) the UK GDPR, as amended from time to time, (ii) the Data Protection Act 2018 to the extent that it relates to Processing of

	Personal Data and privacy; (iii) all applicable Law about the Processing of Personal Data and privacy;
<b>"Data Protection Officer"</b>	has the meaning given to it in the UK GDPR;
<b>"Data Subject"</b>	has the meaning given to it in the UK GDPR;
<b>"Data Subject Access Request"</b>	a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data;
<b>"Deliver"</b>	means hand over the Deliverables to the Buyer at the address and on the date specified in Annex C, which shall include unloading and any other specific arrangements agreed in any Special Term. <b>"Delivered"</b> , <b>"Deliveries"</b> and <b>"Delivery"</b> shall be construed accordingly;
<b>"Deliverables"</b>	Offered Deliverables that are ordered under the Buyer Contract and described in Part 1 of Annex F;
<b>"DOTAS"</b>	the Disclosure of Tax Avoidance Schemes rules which require a promoter of tax schemes to tell HMRC of any specified notifiable arrangements or proposals and to provide prescribed information on those arrangements or proposals within set time limits as contained in Part 7 of the Finance Act 2004 and in secondary legislation made under vires contained in Part 7 of the Finance Act 2004 and as extended to National Insurance Contributions;
<b>"Electronic"</b>	an invoice which has been issued, transmitted and received in a structured electronic format which allows for its automatic and electronic processing and which complies with (a) the European standard and (b) any of the syntaxes published in Commission Implementing Decision (EU) 2017/1870;
<b>"Existing IPR"</b>	any and all intellectual property rights that are owned by or licensed to either Party and which have been developed independently of the Buyer Contract (whether prior to the date of the Buyer Contract or otherwise);
<b>"Expiry Date"</b>	means the date for expiry of the Buyer Contract as set out in the Letter;
<b>"FOIA"</b>	means the Freedom of Information Act 2000 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation;
<b>"Force Majeure Event"</b>	any event, occurrence, circumstance, matter or cause affecting the performance by either the Buyer or the Supplier of its obligations

arising from acts, events, omissions, happenings or non-happenings beyond the reasonable control of the affected Party which prevent or materially delay the affected Party from performing its obligations under the Buyer Contract and which are not attributable to any wilful act, neglect or failure to take reasonable preventative action by the affected Party, including:

- a) riots, civil commotion, war or armed conflict;
- b) acts of terrorism;
- c) acts of a Central Government Body, local government or regulatory bodies;
- d) fire, flood, storm or earthquake or other natural disaster,

but excluding any industrial dispute relating to the Supplier, the Supplier Staff, or any other failure in the Supplier or the subcontractor's supply chain;

**"General Anti-Abuse Rule"**

- a) the legislation in Part 5 of the Finance Act 2013; and
- b) any future legislation introduced into parliament to counteract tax advantages arising from abusive arrangements to avoid National Insurance contributions;

**"Goods"**

means the goods to be supplied by the Supplier to the Buyer under the Buyer Contract;

**"Good Industry Practice"**

standards, practices, methods and procedures conforming to the Law and the exercise of the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged within the relevant industry or business sector;

**"Government Data"**

a) the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, including any of the Buyer's confidential information, and which: i) are supplied to the Supplier by or on behalf of the Buyer; or ii) the Supplier is required to generate, process, store or transmit pursuant to the Buyer Contract; or b) any Personal Data for which the Buyer is the Data Controller;

**"Halifax Abuse Principle"**

the principle explained in the CJEU Case C-255/02 Halifax and others;

**"Independent Control"**

where a Controller has provided Personal Data to another Party which is not a Processor or a Joint Controller because the recipient itself determines the purposes and means of Processing but does so separately from the Controller providing it with Personal Data and **"Independent Controller"** shall be construed accordingly;

**"Information"**

has the meaning given under section 84 of the FOIA;

**"Information Commissioner"**

the UK's independent authority which deals with ensuring information relating to rights in the public interest and data privacy for individuals is met, whilst promoting openness by public bodies;

<b>"Insolvency Event"</b>	in respect of a person: a) if that person is insolvent; ii) if an order is made or a resolution is passed for the winding up of the person (other than voluntarily for the purpose of solvent amalgamation or reconstruction); iii) if an administrator or administrative receiver is appointed in respect of the whole or any part of the persons assets or business; iv) if the person makes any composition with its creditors or takes or suffers any similar or analogous action to any of the actions detailed in this definition as a result of debt in any jurisdiction;
<b>"IR35"</b>	the off-payroll rules requiring individuals who work through their company pay the same tax and National Insurance contributions as an employee which can be found online at: <a href="https://www.gov.uk/guidance/ir35-find-out-if-it-applies">https://www.gov.uk/guidance/ir35-find-out-if-it-applies</a> ;
<b>"Joint Controller Agreement"</b>	the agreement (if any) entered into between the Buyer and the Supplier substantially in the form set out in Appendix 2 of Annex D;
<b>"Joint Control"</b>	where two or more Controllers jointly determine the purposes and means of Processing and <b>"Joint Controller"</b> shall be construed accordingly;
<b>"Law"</b>	any law, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements with which the relevant Party is bound to comply;
<b>"Letter"</b>	the letter from the Buyer to the Supplier offering to enter into the Buyer Contract;
<b>"Losses"</b>	all losses, liabilities, damages, costs, expenses (including legal fees), disbursements, costs of investigation, litigation, settlement, judgment, interest and penalties whether arising in contract, tort (including negligence), breach of statutory duty, misrepresentation or otherwise;
<b>"LVPS"</b>	has the meaning given to it in the Letter;
<b>"LVPS Contract"</b>	the contract between CCS and the Supplier for the admission of the Supplier to the LVPS pursuant to which the Supplier makes the Offered Deliverables available for sale under this Buyer Contract;
<b>"Maximum Liability Amount"</b>	the amount specified in Annex C of the Letter;
<b>"Minimum Warranty Period"</b>	the minimum period for which the Supplier warrants the Deliverables specified in Annex C of Letter;
<b>"New IPR"</b>	all intellectual property rights in any materials created or developed by or on behalf of the Supplier pursuant to the Buyer Contract but shall not include the Supplier's Existing IPR;
<b>"Occasion of Tax Non-Compliance"</b>	where: a) any tax return of the Supplier submitted to a Relevant Tax

Authority on or after 1 October 2012 which is found on or after 1 April 2013 to be incorrect as a result of:

i) a Relevant Tax Authority successfully challenging the Supplier under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation in any jurisdiction that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;

ii) the failure of an avoidance scheme which the Supplier was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime in any jurisdiction; and/or

b) any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 which gives rise, on or after 1 April 2013, to a criminal conviction in any jurisdiction for tax related offences which is not spent at the first day of the Term or to a civil penalty for fraud or evasion;

<b>"Offered Deliverables"</b>	Goods and/or Services which meet the description of the service heading relating to the Deliverables and the location of the Deliverables as detailed in the LVPS;
<b>"Party"</b>	the Supplier or the Buyer (as appropriate) and "Parties" shall mean both of them;
<b>"Personal Data"</b>	has the meaning given to it in the UK GDPR;
<b>"Personal Data Breach"</b>	has the meaning given to it in the UK GDPR;
<b>"Processing"</b>	has the meaning given to it in the UK GDPR;
<b>"Processor"</b>	has the meaning given to it in the UK GDPR;
<b>"Processor Personnel"</b>	all directors, officers, employees, agents, consultants and suppliers of the Processor and/or of any Subprocessor engaged in the performance of its obligations under the Buyer Contract;
<b>"Prohibited Acts"</b>	<p>a) to directly or indirectly offer, promise or give any person working for or engaged by the Buyer or any other public body a financial or other advantage to:</p> <p>i) induce that person to perform improperly a relevant function or activity; or</p> <p>ii) reward that person for improper performance of a relevant function or activity;</p> <p>b) to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with the Buyer Contract; or</p> <p>c) committing any offence:</p> <p>i) under the Bribery Act 2010 (or any legislation repealed or</p>



revoked by such Act); or

ii) under legislation or common law concerning fraudulent acts;  
or

iii) defrauding, attempting to defraud or conspiring to defraud the Buyer or other public body; or

d) any activity, practice or conduct which would constitute one of the offences listed under (c) above if such activity, practice or conduct had been carried out in the UK;

**“Protective Measures”**

appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the such measures adopted by it;

**"Purchase Order Number"**

means the Buyer's unique number relating to the order for Deliverables to be supplied by the Supplier to the Buyer in accordance with the terms of the Buyer Contract;

**“Recall”**

a request by the Supplier to return Goods to the Supplier or the manufacturer after the discovery of safety issues or defects (including defects in the right intellectual property rights) that might endanger health or hinder performance;

**“Relevant Requirements”**

applicable Law relating to bribery, corruption and fraud, including the Bribery Act 2010 and any guidance issued by the Secretary of State pursuant to section 9 of the Bribery Act 2010;

**“Relevant Tax Authority”**

HMRC, or, if applicable, the tax authority in the jurisdiction in which the Supplier is established;

**"Regulations"**

the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2015 (as the context requires) as amended from time to time;

**"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 Buyer under the Buyer Contract;

**“Special Term”**

any special term specified in Annex B to the Letter;

**"Staff Vetting Procedures"**

means vetting procedures that accord with good industry practice or, where applicable, the Buyer's procedures for the vetting of personnel as provided to the Supplier from time to time;

**“Suitability Assessment Questionnaire”**

The questionnaire completed by the Supplier as part of its application for inclusion in the LVPS, as set out at Annex E;

**"Subprocessor"**

any third Party appointed to process Personal Data on behalf of the

	Supplier related to the Buyer Contract;
<b>"Supplier Staff"</b>	all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any subcontractor engaged in the performance of the Supplier's obligations under the Buyer Contract;
<b>"Supplier"</b>	means the person named as Supplier in the Letter;
<b>"Term"</b>	means the period from the start date of the Buyer Contract identified in paragraph 6 of the Letter to the Expiry Date as such period may be extended in accordance with paragraph 6 of the Letter or terminated in accordance with the terms and conditions of the Buyer Contract;
<b>"Transparency Information"</b>	the content of the Buyer Contract, including any changes to the Buyer Contract agreed from time to time, except for: <ul style="list-style-type: none"> <li>(i) any information which is exempt from disclosure in accordance with the provisions of the FOIA, which shall be determined by the Buyer; and</li> <li>(ii) Commercially Sensitive Information;</li> </ul>
<b>"UK GDPR"</b>	the retained EU law version of the General Data Protection Regulation (Regulation (EU) 2016/679);
<b>"VAT"</b>	means value added tax in accordance with the provisions of the Value Added Tax Act 1994;
<b>"Workers"</b>	any one of the Supplier Staff which the Buyer, in its reasonable opinion, considers is an individual to which Procurement Policy Note 08/15 (Tax Arrangements of Public Appointees) ( <a href="https://www.gov.uk/government/publications/procurement-policy-note-0815-tax-arrangements-of-appointees">https://www.gov.uk/government/publications/procurement-policy-note-0815-tax-arrangements-of-appointees</a> ) applies in respect of the Deliverables; and
<b>"Working Day"</b>	means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.

## 2. UNDERSTANDING THE BUYER CONTRACT

In the Buyer Contract, unless the context otherwise requires:

- 2.1 references to numbered clauses are references to the relevant clause in these terms and conditions;
- 2.2 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;
- 2.3 the headings in this Buyer Contract are for information only and do not affect the interpretation of the Buyer Contract;
- 2.4 references to "writing" include printing, display on a screen and electronic transmission and other modes of representing or reproducing words in a visible form;

- 2.5 the singular includes the plural and vice versa;
- 2.6 a reference to any law includes a reference to that law as amended, extended, consolidated or re-enacted from time to time and to any legislation or byelaw made under that law; and
- 2.7 the word 'including', "for example" and similar words shall be understood as if they were immediately followed by the words "without limitation".

### **3. HOW THE BUYER CONTRACT WORKS**

- 3.1 Any Special Terms that the Buyer has included in Annex B supplement or change these Conditions.
- 3.2 This Buyer Contract is a separate contract from the LVPS Contract and survives the termination of the LVPS Contract.
- 3.3 The Supplier acknowledges it has all the information required to perform its obligations under the Buyer Contract before entering into the Buyer Contract. When information is provided by the Buyer no warranty of its accuracy is given to the Supplier.
- 3.4 The Supplier will not be excused from any obligation, or be entitled to additional Charges because it failed to either:
- (a) verify the accuracy of any information provided to the Supplier by or on behalf of the Buyer prior to the first day of the Term; or
  - (b) properly perform its own adequate checks.
- 3.5 The Buyer will not be liable for errors, omissions or misrepresentation of any information.
- 3.6 The Supplier warrants and represents all statements made and documents submitted as part of the procurement of Deliverables are and remain true and accurate.
- 3.7 The Buyer and the Supplier acknowledge and agree that the Buyer awarded this Buyer Contract to the Supplier pursuant to Part 4 of the Regulations and that as such the value of this Buyer Contract, including any form of option, any renewal and any modifications, shall be less than the relevant threshold mentioned in Regulation 5 of the Regulations.

### **4. WHAT NEEDS TO BE DELIVERED**

#### **4.1 All Deliverables**

- (a) The Supplier must provide Deliverables:
  - (i) in accordance with the Offered Deliverables;
  - (ii) to a professional standard;
  - (iii) using reasonable skill and care;
  - (iv) using Good Industry Practice;
  - (v) using its own policies, processes and internal quality control measures as long as they do not conflict with the Buyer Contract;
  - (vi) on the dates agreed; and
  - (vii) that comply with all Law.
- (b) The Supplier must provide Deliverables with a warranty of at least the Minimum Warranty Period (or longer where the Supplier offers a longer warranty period to its Buyers) from Delivery against all obvious defects.

- (c) The Supplier must assign all third party warranties and indemnities covering the Deliverables for the Buyer's benefit.

#### 4.2 **Goods clauses**

- (a) All Goods delivered must be new, or as new if recycled, unused and of recent origin.
- (b) All manufacturer warranties covering the Goods must be assignable to the Buyer on request and for free.
- (c) The Supplier transfers ownership of the Goods on completion of Delivery or payment for those Goods, whichever is earlier.
- (d) Risk in the Goods transfers to the Buyer on Delivery of the Goods, but remains with the Supplier if the Buyer notices damage following Delivery and lets the Supplier know within three Working Days of Delivery.
- (e) The Supplier warrants that it has full and unrestricted ownership of the Goods at the time of transfer of ownership.
- (f) The Supplier must Deliver the Goods on the date and to the specified location during the Buyer's working hours.
- (g) The Supplier must provide sufficient packaging for the Goods to reach the point of Delivery safely and undamaged.
- (h) All Deliveries must have a delivery note attached that specifies the order number, type and quantity of Goods.
- (i) The Supplier must provide all tools, information and instructions the Buyer needs to make use of the Goods.
- (j) The Supplier must indemnify the Buyer against the costs of any Recall of the Goods and will give notice of actual or anticipated action about the Recall of the Goods.
- (k) The Buyer can cancel any order or part order of Goods which has not been Delivered. If the Buyer gives less than 14 days' notice then it will pay the Supplier's reasonable and proven costs already incurred on the cancelled order as long as the Supplier takes all reasonable steps to minimise these costs.
- (l) The Supplier must at its own cost repair, replace, refund or substitute (at the Buyer's option and request) any Goods that the Buyer rejects because they do not conform with clause 4.2. If the Supplier does not do this it will pay the Buyer's costs including repair or re-supply by a third party.

#### 4.3 **Services clauses**

- (a) Late Delivery of the Services will be a default of the Buyer Contract.
- (b) The Supplier must co-operate with the Buyer and third party suppliers on all aspects connected with the Delivery of the Services and ensure that Supplier Staff comply with any reasonable instructions.
- (c) The Supplier must at its own risk and expense provide all equipment required to Deliver the Services.
- (d) The Supplier must allocate sufficient resources and appropriate expertise to the Buyer Contract.

- (e) The Supplier must take all reasonable care to ensure performance does not disrupt the Buyer's operations, employees or other contractors.
- (f) The Supplier must ensure all Services, and anything used to Deliver the Services, are of good quality and free from defects.
- (g) The Buyer is entitled to withhold payment for partially or undelivered Services, but doing so does not stop it from using its other rights under the Buyer Contract.

## **5. PRICING AND PAYMENTS**

5.1 In exchange for the Deliverables, the Supplier shall be entitled to invoice the Buyer for the Charges. The Supplier shall raise invoices promptly and in any event within 90 days from when the Charges are due.

5.2 All Charges:

- (a) exclude VAT, which is payable on provision of a valid VAT invoice;
- (b) include all costs connected with the supply of Deliverables.

5.3 The Buyer must pay the Supplier the Charges within 30 days of receipt by the Buyer of a valid, undisputed invoice, in cleared funds to the Supplier's account stated in the email accepting the Buyer Contract.

5.4 A Supplier invoice is only valid if it:

- (a) includes all appropriate references including the Purchase Order Number and other details reasonably requested by the Buyer;
- (b) includes a detailed breakdown of Deliverables which have been Delivered (if any); and
- (c) does not include any Management Charge (the Supplier must not charge the Buyer in any way for the Management Charge).

5.5 The Buyer must accept and process for payment an undisputed Electronic Invoice received from the Supplier.

5.6 The Buyer may retain or set-off payment of any amount owed to it by the Supplier if notice and reasons are provided.

5.7 The Supplier must ensure that all subcontractors are paid, in full, within 30 days of receipt of a valid, undisputed invoice. If this does not happen, the Buyer can publish the details of the late payment or non-payment.

5.8 The Supplier has no right of set-off, counterclaim, discount or abatement unless they are ordered to do so by a court.

## **6. THE BUYER'S OBLIGATIONS TO THE SUPPLIER**

6.1 If the Supplier fails to comply with the Buyer Contract as a result of a Buyer Cause:

- (a) the Buyer cannot terminate the Buyer Contract under clause 11;

- (b) the Supplier is entitled to reasonable and proven additional expenses and to relief from liability under this Buyer Contract;
- (c) the Supplier is entitled to additional time needed to Deliver the Deliverables; and
- (d) the Supplier cannot suspend the ongoing supply of Deliverables.

6.2 Clause 6.1 only applies if the Supplier:

- (a) gives notice to the Buyer within 10 Working Days of becoming aware;
- (b) demonstrates that the failure would not have occurred but for the Buyer Cause; and
- (c) mitigated the impact of the Buyer Cause.

## **7. RECORD KEEPING AND REPORTING**

7.1 The Supplier must ensure that suitably qualified representatives attend progress meetings with the Buyer and provide progress reports when specified in Annex C to the Letter.

7.2 The Supplier must keep and maintain full and accurate records and accounts on everything to do with the Buyer Contract:

- (a) during the term of the Buyer Contract;
- (b) for seven years after the date of expiry or termination of the Buyer Contract; and
- (c) in accordance with UK GDPR.

7.3 The Buyer or an auditor can audit the Supplier.

7.4 The Supplier must allow any auditor appointed by the Buyer access to their premises to verify all contract accounts and records of everything to do with the Buyer Contract and provide copies for the audit.

7.5 The Supplier must provide information to the auditor and reasonable co-operation at their request.

7.6 Where the audit of the Supplier is carried out by an auditor, the auditor shall be entitled to share any information obtained during the audit with the Buyer.

7.7 If the Supplier is not providing any of the Deliverables, or is unable to provide them, it must immediately:

- (a) tell the Buyer and give reasons;
- (b) propose corrective action; and
- (c) provide a deadline for completing the corrective action.

7.8 If the Buyer, acting reasonably, is concerned as to the financial stability of the Supplier such that it may impact on the continued performance of the Buyer Contract then the Buyer may:

- (a) require that the Supplier provide to the Buyer (for its approval) a plan setting out how the Supplier will ensure continued performance of the Buyer Contract and the Supplier will make changes to such plan as reasonably required by the Buyer and once it is agreed then the Supplier shall act in accordance with such plan and report to the Buyer on demand; and

- (b) if the Supplier fails to provide a plan or fails to agree any changes which are requested by the Buyer or fails to implement or provide updates on progress with the plan, terminate the Buyer Contract immediately for material breach (or on such date as the Buyer notifies).

## **8. SUPPLIER STAFF**

8.1 The Supplier Staff involved in the performance of the Buyer Contract must:

- (a) be appropriately trained and qualified;
- (b) be vetted using Good Industry Practice and in accordance with the Staff Vetting Procedures; and
- (c) comply with all conduct requirements when on the Buyer's premises.

8.2 Where a Buyer decides one of the Supplier's Staff is not suitable to work on the Buyer Contract, the Supplier must replace them with a suitably qualified alternative.

8.3 If requested, the Supplier must replace any person whose acts or omissions have caused the Supplier to breach clause 26.

8.4 The Supplier must provide a list of Supplier Staff needing to access the Buyer's premises and say why access is required.

8.5 The Supplier indemnifies the Buyer against all claims brought by any person employed by the Supplier caused by an act or omission of the Supplier or any Supplier Staff.

8.6 The Supplier shall use those persons nominated in the email of acceptance (if any) to provide the Deliverables and shall not remove or replace any of them unless:

- (a) requested to do so by the Buyer (not to be unreasonably withheld or delayed);
- (b) the person concerned resigns, retires or dies or is on maternity or long-term sick leave; or
- (c) the person's employment or contractual arrangement with the Supplier or any subcontractor is terminated for material breach of contract by the employee.

## **9. RIGHTS AND PROTECTION**

9.1 The Supplier warrants and represents that:

- (a) it has full capacity and authority to enter into and to perform the Buyer Contract;
- (b) the Buyer Contract is executed by its authorised representative;
- (c) it is a legally valid and existing organisation incorporated in the place it was formed;
- (d) there are no known legal or regulatory actions or investigations before any court, administrative body or arbitration tribunal pending or threatened against it or its affiliates that might affect its ability to perform the Buyer Contract;
- (e) it maintains all necessary rights, authorisations, licences and consents to perform its obligations under the Buyer Contract;
- (f) it does not have any contractual obligations which are likely to have a material adverse effect on its ability to perform the Buyer Contract; and

- (g) it is not impacted by an Insolvency Event.
- 9.2 The warranties and representations in clauses 3.6 and 9.1 are repeated each time the Supplier provides Deliverables under the Buyer Contract.
- 9.3 The Supplier indemnifies the Buyer against each of the following:
- (a) willful misconduct of the Supplier, any of its subcontractor and/or Supplier Staff that impacts the Buyer Contract; and
  - (b) non-payment by the Supplier of any tax or National Insurance.
- 9.4 If the Supplier becomes aware of a representation or warranty that becomes untrue or misleading, it must immediately notify the Buyer.
- 10. INTELLECTUAL PROPERTY RIGHTS (IPRS)**
- 10.1 Each Party keeps ownership of its own Existing IPRs. The Supplier gives the Buyer a non-exclusive, perpetual, royalty-free, irrevocable, transferable worldwide licence to use, change and sub-license the Supplier's Existing IPR to enable it and its sub-licensees to both:
- (a) receive and use the Deliverables; and
  - (b) use the New IPR.
- 10.2 Any New IPR created under the Buyer Contract is owned by the Buyer. The Buyer gives the Supplier a licence to use any Existing IPRs for the purpose of fulfilling its obligations under the Buyer Contract and a perpetual, royalty-free, non-exclusive licence to use any New IPRs.
- 10.3 Where a Party acquires ownership of intellectual property rights incorrectly under this Buyer Contract it must do everything reasonably necessary to complete a transfer assigning them in writing to the other Party on request and at its own cost.
- 10.4 Neither Party has the right to use the other Party's intellectual property rights, including any use of the other Party's names, logos or trademarks, except as provided in clause 10 or otherwise agreed in writing.
- 10.5 If any claim is made against the Buyer 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 Deliverables (an "**IPR Claim**"), then the Supplier indemnifies the Buyer against all losses, damages, costs or expenses (including professional fees and fines) incurred as a result of the IPR Claim.
- 10.6 If an IPR Claim is made or anticipated the Supplier must at its own expense and the Buyer's sole option, either:
- (a) obtain for the Buyer the rights in clauses 10.1 and 10.2 without infringing any third party intellectual property rights; or
  - (b) replace or modify the relevant item with substitutes that do not infringe intellectual property rights without adversely affecting the functionality or performance of the Deliverables.
- 10.7 In spite of any other provisions of the Buyer Contract and for the avoidance of doubt, award of the Buyer Contract by the Buyer and placement of any contract task under it does not constitute an authorisation by the Crown under Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949. The Supplier acknowledges that any authorisation by the Buyer under its statutory powers must be expressly provided in writing with reference to the acts authorised.



## **11. ENDING THE CONTRACT**

### **11.1 Ending the Buyer Contract without a reason**

The Buyer has the right to terminate the Buyer Contract at any time without reason or liability by giving the Supplier not less than 30 days' written notice.

### **11.2 When the Buyer can end the Buyer Contract**

- (a) If any of the following events happen, the Buyer has the right to immediately terminate the Buyer Contract by issuing a termination notice in writing to the Supplier:
- (i) there is a Supplier Insolvency Event;
  - (ii) if the Supplier is in 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;
  - (iii) there is any material breach of the Buyer Contract;
  - (iv) there is a material default of any Joint Controller Agreement relating to the Buyer Contract;
  - (v) there is a breach of clauses 3.6, 3.7, 10, 14, 15, 26 or 31;
  - (vi) if the Supplier repeatedly breaches the Buyer Contract in a way 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 Buyer Contract;
  - (vii) there's a change of control (within the meaning of section 450 of the Corporation Tax Act 2010) of the Supplier which is not pre-approved by the Buyer in writing;
  - (viii) if the Buyer discovers that the Supplier was in one of the situations set out in Section 2 of the Suitability Assessment Questionnaire at the time the Buyer Contract was awarded or is in breach of clause 26.1 of this Contract; or
  - (ix) the Supplier or its affiliates embarrass or bring the Buyer into disrepute or diminish the public trust in them.
- (b) If any of the following non-fault based events happen, the Buyer has the right to immediately terminate the Buyer Contract:
- (i) there is a change to the Buyer Contract which cannot be agreed using clause 24 or resolved using clause 33; or
  - (ii) if there is a declaration of ineffectiveness in respect of any change to the Buyer Contract.

### **11.3 When the Supplier can end the Buyer Contract**

The Supplier can issue a reminder notice if the Buyer does not pay an undisputed invoice on time. The Supplier can terminate the Buyer Contract if the Buyer fails to pay an undisputed invoiced sum due and worth over 10% of the total Buyer Contract value or £1,000, whichever is the lower, within 30 days of the date of the reminder notice.

#### 11.4 What happens if the Buyer Contract ends

- (a) Where a Party terminates the Buyer Contract under any of clauses 11.1, 11.2(a), 11.2(b), 11.3, 20.2, 23.4 or 31.3 all of the following apply:
  - (i) the Buyer's payment obligations under the terminated Buyer Contract stop immediately;
  - (ii) accumulated rights of the Parties are not affected;
  - (iii) the Supplier must promptly repay to the Buyer any and all Charges the Buyer has paid in advance in respect of Deliverables not provided by the Supplier as at the termination date;
  - (iv) the Supplier must promptly delete or return the Government Data except where required to retain copies by Law;
  - (v) the Supplier must promptly return any of the Buyer's property provided under the Buyer Contract;
  - (vi) the Supplier must, at no cost to the Buyer, give all reasonable assistance to the Buyer and any incoming supplier and co-operate fully in the handover and re-procurement;
- (b) In addition to the consequences of termination listed in clause 11.4(a), where the Buyer terminates the Buyer Contract under clause 11.2(a), the Supplier is responsible for the Buyer's reasonable costs of procuring replacement Deliverables for the rest of the term of the Buyer Contract.
- (c) In addition to the consequences of termination listed in clause 11.4(a), if either the Buyer terminates the Buyer Contract under clause 11.1 or the Supplier terminates the Buyer Contract under either of clauses 11.3 or 23.4:
  - (i) the Buyer must promptly pay all outstanding Charges incurred to the Supplier; and
  - (ii) the Buyer must pay the Supplier reasonable committed and unavoidable Losses as long as the Supplier provides a fully itemised and costed schedule with evidence - the maximum value of this payment is limited to the total sum payable to the Supplier if the Buyer Contract had not been terminated.
- (d) In addition to the consequences of termination listed in clause 11.4(a), where a Party terminates under clause 20.2 each Party must cover its own Losses.
- (e) The following clauses survive the termination of the Buyer Contract: 7, 8.5, 10, 12, 14, 15, 16, 17, 18, 33, 34 and any clauses which are expressly or by implication intended to continue.

#### 11.5 Partially ending and suspending the Buyer Contract

- (a) Where the Buyer has the right to terminate the Buyer Contract it can terminate or suspend (for any period), all or part of it. If the Buyer suspends the Buyer Contract it can provide the Deliverables itself or buy them from a third party.
- (b) The Buyer can only partially terminate or suspend the Buyer Contract if the remaining parts of it can still be used to effectively deliver the intended purpose.

- (c) The Parties must agree (in accordance with clause 24) any necessary variation required by clause 11.5, but the Supplier may not either:
  - (i) reject the variation;
  - (ii) increase the Charges, except where the right to partial termination is under clause 11.1.
- (d) The Buyer can still use other rights available, or subsequently available to it if it acts on its rights under clause 11.5.

## **12. HOW MUCH YOU CAN BE HELD RESPONSIBLE FOR**

- 12.1 Each Party's total aggregate liability under or in connection with the Buyer Contract (whether in tort, contract or otherwise) is no more than the higher of the Maximum Liability Amount or 150% of the Charges paid or payable to the Supplier.
- 12.2 No Party is liable to the other for:
  - (a) any indirect Losses; or
  - (b) loss of profits, turnover, savings, business opportunities or damage to goodwill (in each case whether direct or indirect).
- 12.3 In spite of clause 12.1, neither Party limits or excludes any of the following:
  - (a) its liability for death or personal injury caused by its negligence, or that of its employees, agents or subcontractors;
  - (b) its liability for bribery or fraud or fraudulent misrepresentation by it or its employees;
  - (c) any liability that cannot be excluded or limited by Law; or
  - (d) its liability to the extent it arises as a result of a default by the Supplier, any fine or penalty incurred by the Buyer pursuant to Law and any costs incurred by the Buyer in defending any proceedings which result in such fine or penalty.
- 12.4 Each Party must use all reasonable endeavours to mitigate any Loss or damage which it suffers under or in connection with the Buyer Contract, including any indemnities.
- 12.5 If more than one Supplier is party to the Buyer Contract, each Supplier Party is jointly and severally liable for their obligations under the Buyer Contract.

## **13. OBEYING THE LAW**

The Supplier must, in connection with provision of the Deliverables, use reasonable endeavours to:

- (a) comply and procure that its subcontractors comply with the Supplier Code of Conduct appearing at ([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/646497/2017-09-13\\_Official\\_Sensitive\\_Supplier\\_Code\\_of\\_Conduct\\_September\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/646497/2017-09-13_Official_Sensitive_Supplier_Code_of_Conduct_September_2017.pdf)) and such other corporate social responsibility requirements as the Buyer may notify to the Supplier from time to time;
- (b) support the Buyer in fulfilling its Public Sector Equality duty under S149 of the Equality Act 2010;

- (c) not use nor allow its subcontractors to use modern slavery, child labour or inhumane treatment;
- (d) meet the applicable Government Buying Standards applicable to Deliverables which can be found online at: <https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

#### **14. DATA PROTECTION**

- 14.1 The Supplier must process Personal Data and ensure that Supplier Staff process Personal Data only in accordance with Annex D of the Letter.
- 14.2 The Supplier must not remove any ownership or security notices in or relating to the Government Data.
- 14.3 The Supplier must make accessible back-ups of all Government Data, stored in an agreed off-site location and send the Buyer copies every six months.
- 14.4 The Supplier must ensure that any Supplier system holding any Government Data, including back-up data, is a secure system that complies with the security requirements specified in writing by the Buyer.
- 14.5 If at any time the Supplier suspects or has reason to believe that the Government Data provided under the Buyer Contract is corrupted, lost or sufficiently degraded, then the Supplier must notify the Buyer and immediately suggest remedial action.
- 14.6 If the Government Data is corrupted, lost or sufficiently degraded so as to be unusable the Buyer may either or both:
  - (a) tell the Supplier to restore or get restored Government Data as soon as practical but no later than five Working Days from the date that the Buyer receives notice, or the Supplier finds out about the issue, whichever is earlier; and/or
  - (b) restore the Government Data itself or using a third party.
- 14.7 The Supplier must pay each Party's reasonable costs of complying with clause 14.6 unless the Buyer is at fault.
- 14.8 The Supplier:
  - (a) must provide the Buyer with all Government Data in an agreed open format within 10 Working Days of a written request;
  - (b) must have documented processes to guarantee prompt availability of Government Data if the Supplier stops trading;
  - (c) must securely destroy all Storage Media that has held Government Data at the end of life of that media using Good Industry Practice;
  - (d) securely erase all Government Data and any copies it holds when asked to do so by the Buyer unless required by Law to retain it; and
  - (e) indemnifies the Buyer against any and all Losses incurred if the Supplier breaches clause 14 and any Data Protection Legislation.
- 14.9 In the event that, following the end of the UK's transition period for exit from the EU, CCS determines in its absolute discretion that any of the Standard Contractual Clauses for data

transfers issued by the European Commission from time to time applies to any Processing under or in connection with this Buyer Contract, at its own expense, each Party shall do everything necessary to give full effect to the relevant Standard Contractual Clauses as part of this Buyer Contract.

## **15. WHAT YOU MUST KEEP CONFIDENTIAL**

15.1 Each Party must:

- (a) keep all Confidential Information it receives confidential and secure;
- (b) except as expressly set out in clauses 15.2 to 15.4 or elsewhere in the Buyer Contract, not disclose, use or exploit the disclosing Party's Confidential Information without the disclosing Party's prior written consent; and
- (c) immediately notify the disclosing Party if it suspects unauthorised access, copying, use or disclosure of the Confidential Information.

15.2 In spite of clause 15.1, a Party may disclose Confidential Information which it receives from the disclosing Party in any of the following instances:

- (a) where disclosure is required by applicable Law or by a court with the relevant jurisdiction if the recipient Party notifies the disclosing Party of the full circumstances, the affected Confidential Information and extent of the disclosure;
- (b) if the recipient Party already had the information without obligation of confidentiality before it was disclosed by the disclosing Party;
- (c) if the information was given to it by a third party without obligation of confidentiality;
- (d) if the information was in the public domain at the time of the disclosure;
- (e) if the information was independently developed without access to the disclosing Party's Confidential Information;
- (f) on a confidential basis, to its auditors;
- (g) on a confidential basis, to its professional advisers on a need-to-know basis; or
- (h) to the Serious Fraud Office where the recipient Party has reasonable grounds to believe that the disclosing Party is involved in activity that may be a criminal offence under the Bribery Act 2010.

15.3 In spite of clause 15.1, the Supplier may disclose Confidential Information on a confidential basis to Supplier Staff on a need-to-know basis to allow the Supplier to meet its obligations under the Buyer Contract. The Supplier Staff must enter into a direct confidentiality agreement with the Buyer at its request.

15.4 In spite of clause 15.1, the Buyer may disclose Confidential Information in any of the following cases:

- (a) on a confidential basis to the employees, agents, consultants and contractors of the Buyer;
- (b) on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any company that the Buyer transfers or proposes to transfer all or any part of its business to;

- (c) if the Buyer (acting reasonably) considers disclosure necessary or appropriate to carry out its public functions;
  - (d) where requested by Parliament; or
  - (e) under clauses 5.8 and 16.
- 15.5 For the purposes of clauses 15.2 to 15.4 references to disclosure on a confidential basis means disclosure under a confidentiality agreement or arrangement including terms as strict as those required in clause 15.
- 15.6 Transparency Information is not Confidential Information.
- 15.7 The Supplier must not make any press announcement or publicise the Buyer Contract or any part of it in any way, without the prior written consent of the Buyer and must take all reasonable steps to ensure that Supplier Staff do not either.

## **16. WHEN YOU CAN SHARE INFORMATION**

- 16.1 The Supplier must tell the Buyer within 48 hours if it receives a Request For Information.
- 16.2 Within five (5) Working Days of the Buyer's request the Supplier must give the Buyer full co-operation and information needed so the Buyer can:
- (a) publish the Transparency Information;
  - (b) comply with any Freedom of Information Act (FOIA) request; and/or
  - (c) comply with any Environmental Information Regulations (EIR) request.
- 16.3 The Buyer may talk to the Supplier to help it decide whether to publish information under clause 16. However, the extent, content and format of the disclosure is the Buyer's decision, in its absolute discretion.

## **17. INVALID PARTS OF THE CONTRACT**

If any part of the Buyer Contract is prohibited by Law or judged by a court to be unlawful, void or unenforceable, it must be read as if it was removed from that Buyer Contract as much as required and rendered ineffective as far as possible without affecting the rest of the Buyer Contract, whether it is valid or enforceable.

## **18. NO OTHER TERMS APPLY**

The provisions incorporated into the Buyer Contract are the entire agreement between the Parties. The Buyer Contract replaces all previous statements, agreements and any course of dealings made between the Parties, whether written or oral, in relation to its subject matter. No other provisions apply.

## **19. OTHER PEOPLE'S RIGHTS IN A CONTRACT**

No third parties may use the Contracts (Rights of Third Parties) Act 1999 ("**CRTPA**") to enforce any term of the Buyer Contract unless stated (referring to CRTPA) in the Buyer Contract. This does not affect third party rights and remedies that exist independently from CRTPA.

## **20. CIRCUMSTANCES BEYOND YOUR CONTROL**

- 20.1 Any Party affected by a Force Majeure Event is excused from performing its obligations under the Buyer Contract while the inability to perform continues, if it both:
- (a) provides written notice to the other Party; and
  - (b) uses all reasonable measures practical to reduce the impact of the Force Majeure Event.
- 20.2 Either Party can partially or fully terminate the Buyer Contract if the provision of the Deliverables is materially affected by a Force Majeure Event which lasts for 90 days continuously.

## **21. RELATIONSHIPS CREATED BY THE CONTRACT**

The Buyer Contract does not create a partnership, joint venture or employment relationship. The Supplier must represent themselves accordingly and ensure others do so.

## **22. GIVING UP CONTRACT RIGHTS**

A partial or full waiver or relaxation of the terms of the Buyer Contract is only valid if it is stated to be a waiver in writing to the other Party.

## **23. TRANSFERRING RESPONSIBILITIES**

- 23.1 The Supplier cannot assign, novate or transfer the Buyer Contract or any part of the Buyer Contract without the Buyer's written consent.
- 23.2 The Buyer can assign, novate or transfer its Buyer Contract or any part of it to any Central Government Body, public or private sector body which performs the functions of the Buyer.
- 23.3 When the Buyer uses its rights under clause 23.2 the Supplier must enter into a novation agreement in the form that the Buyer specifies.
- 23.4 The Supplier can terminate the Buyer Contract if it is novated under clause 23.2 to a private sector body that is experiencing an Insolvency Event.
- 23.5 The Supplier remains responsible for all acts and omissions of the Supplier Staff as if they were its own.
- 23.6 If the Buyer asks the Supplier for details about subcontractors, the Supplier must provide details of subcontractors at all levels of the supply chain including:
- (a) their name;
  - (b) the scope of their appointment; and
  - (c) the duration of their appointment.

## **24. CHANGING THE CONTRACT**

- 24.1 Either Party can request a variation to the Buyer Contract which is only effective if agreed in writing and signed by both Parties. The Buyer is not required to accept a variation request made by the Supplier.
- 24.2 For 101(5) of the Regulations, if the Court declares any variation to the Buyer Contract ineffective, the Parties agree that their mutual rights and obligations will be regulated by the terms of the Buyer Contract as they existed immediately prior to that variation and as if the Parties had never entered into that variation.

## **25. HOW TO COMMUNICATE ABOUT THE CONTRACT**

- 25.1 All notices under the Buyer Contract must be in writing and are considered effective on the Working Day of delivery as long as they are delivered before 5:00pm on a Working Day. Otherwise the notice is effective on the next Working Day. An email is effective at 9:00am on the first Working Day after sending unless an error message is received.
- 25.2 Notices to the Buyer or Supplier must be sent to their address in the Letter or in the email of acceptance, respectively.
- 25.3 This clause does not apply to the service of legal proceedings or any documents in any legal action, arbitration or dispute resolution.

## **26. PREVENTING FRAUD, BRIBERY AND CORRUPTION**

- 26.1 The Supplier must not during the Term:
- (a) commit a Prohibited Act or any other criminal offence referred to in Section 2 of the Suitability Assessment Questionnaire; or
  - (b) do or allow anything which would cause the Buyer, including any of its employees, consultants, contractors, subcontractors or agents to breach any of the Relevant Requirements or incur any liability under them.
- 26.2 The Supplier must during the Term:
- (a) create, maintain and enforce adequate policies and procedures to ensure it complies with the Relevant Requirements to prevent a Prohibited Act and require its subcontractors to do the same;
  - (b) keep full records to show it has complied with its obligations under clause 26 and give copies to the Buyer on request; and
  - (c) if required by the Buyer, within 20 Working Days of the first day of the Term, and then annually, certify in writing to the Buyer, that they have complied with clause 26, including compliance of Supplier Staff, and provide reasonable supporting evidence of this on request, including its policies and procedures.
- 26.3 The Supplier must immediately notify the Buyer if it becomes aware of any breach of clauses 26.1 or 26.2 or has any reason to think that it, or any of the Supplier Staff, has either:
- (a) been investigated or prosecuted for an alleged Prohibited Act;
  - (b) been debarred, suspended, proposed for suspension or debarment, or is otherwise ineligible to take part in procurement programmes or contracts because of a Prohibited Act by any government department or agency;
  - (c) received a request or demand for any undue financial or other advantage of any kind related to the Buyer Contract; or
  - (d) suspected that any person or Party directly or indirectly related to the Buyer Contract has committed or attempted to commit a Prohibited Act.
- 26.4 If the Supplier notifies the Buyer as required by clause 26.3, the Supplier must respond promptly to their further enquiries, co-operate with any investigation and allow the audit of any books, records and relevant documentation.



26.5 In any notice the Supplier gives under clause 26.3 it must specify the:

- (a) Prohibited Act;
- (b) identity of the Party who it thinks has committed the Prohibited Act; and
- (c) action it has decided to take.

## **27. EQUALITY, DIVERSITY AND HUMAN RIGHTS**

27.1 The Supplier must follow all applicable equality law when they perform their obligations under the Buyer Contract, including:

- (a) protections against discrimination on the grounds of race, sex, gender reassignment, religion or belief, disability, sexual orientation, pregnancy, maternity, age or otherwise; and
- (b) any other requirements and instructions which the Buyer reasonably imposes related to equality Law.

27.2 The Supplier must take all necessary steps, and inform the Buyer of the steps taken, to prevent anything that is considered to be unlawful discrimination by any court or tribunal, or the Equality and Human Rights Commission (or any successor organisation) when working on the Buyer Contract.

## **28. HEALTH AND SAFETY**

28.1 The Supplier must perform its obligations meeting the requirements of:

- (a) all applicable Law regarding health and safety; and
- (b) the Buyer's current health and safety policy while at the Buyer's premises, as provided to the Supplier.

28.2 The Supplier and the Buyer must as soon as possible notify the other of any health and safety incidents or material hazards they are aware of at the Buyer premises that relate to the performance of the Buyer Contract.

## **29. ENVIRONMENT**

29.1 When working at the Buyer's premises, the Supplier must perform its obligations under the Buyer's current Environmental Policy, which the Buyer must provide.

29.2 The Supplier must ensure that Supplier Staff are aware of the Buyer's Environmental Policy.

## **30. TAX**

30.1 The Supplier must not breach any tax or social security obligations and must enter into a binding agreement to pay any late contributions due, including where applicable, any interest or any fines. The Buyer cannot terminate the Buyer Contract where the Supplier has not paid a minor tax or social security contribution.

30.2 Where the Supplier or any Supplier Staff are liable to be taxed or to pay National Insurance contributions in the UK relating to payment received under the Buyer Contract, the Supplier must both:

- (a) comply with the Income Tax (Earnings and Pensions) Act 2003 and all other statutes and regulations relating to income tax, the Social Security Contributions and Benefits Act 1992 (including IR35) and National Insurance contributions; and

- (b) indemnify the Buyer against any Income Tax, National Insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made during or after the Term in connection with the provision of the Deliverables by the Supplier or any of the Supplier Staff.
- 30.3 If any of the Supplier Staff are Workers who receive payment relating to the Deliverables, then the Supplier must ensure that its contract with the Worker contains the following requirements:
- (a) the Buyer may, at any time during the Term, request that the Worker provides information which demonstrates they comply with clause 30.2, or why those requirements do not apply, the Buyer can specify the information the Worker must provide and the deadline for responding;
  - (b) the Worker's contract may be terminated at the Buyer's request if the Worker fails to provide the information requested by the Buyer within the time specified by the Buyer;
  - (c) the Worker's contract may be terminated at the Buyer's request if the Worker provides information which the Buyer considers is not good enough to demonstrate how it complies with clause 30.2 or confirms that the Worker is not complying with those requirements; and
  - (d) the Buyer may supply any information they receive from the Worker to HMRC for revenue collection and management.

### **31. CONFLICT OF INTEREST**

- 31.1 The Supplier must take action to ensure that neither the Supplier nor the Supplier Staff are placed in the position of an actual or potential conflict between the financial or personal duties of the Supplier or the Supplier Staff and the duties owed to the Buyer under the Buyer Contract, in the reasonable opinion of the Buyer (a "**Conflict of Interest**").
- 31.2 The Supplier must promptly notify and provide details to the Buyer if a Conflict of Interest happens or is expected to happen.
- 31.3 The Buyer can terminate its Buyer Contract immediately by giving notice in writing to the Supplier or take any steps it thinks are necessary where there is or may be an actual or potential Conflict of Interest.

### **32. REPORTING A BREACH OF THE CONTRACT**

- 32.1 As soon as it is aware of it the Supplier and Supplier Staff must report to the Buyer any actual or suspected breach of Law, clause 13 or clauses 26 to 31.
- 32.2 The Supplier must not retaliate against any of the Supplier Staff who in good faith reports a breach listed in clause 32.1.

### **33. RESOLVING DISPUTES**

- 33.1 If there is a dispute between the Parties, their senior representatives who have authority to settle the dispute will, within 28 days of a written request from the other Party, meet in good faith to resolve the dispute.
- 33.2 If the dispute is not resolved at that meeting, the Parties can attempt to settle it by mediation using the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure current at the time of the dispute. If the Parties cannot agree on a mediator, the mediator will be nominated by CEDR. If either Party does not wish to use, or continue to use mediation, or mediation does not resolve the dispute, the dispute must be resolved using clauses 33.3 to 33.5.

- 33.3 Unless the Buyer refers the dispute to arbitration using clause 33.4, the Parties irrevocably agree that the courts of England and Wales have the exclusive jurisdiction to:
- (a) determine the dispute;
  - (b) grant interim remedies; and
  - (c) grant any other provisional or protective relief.
- 33.4 The Supplier agrees that the Buyer has the exclusive right to refer any dispute to be finally resolved by arbitration under the London Court of International Arbitration Rules current at the time of the dispute. There will be only one arbitrator. The seat or legal place of the arbitration will be London and the proceedings will be in English.
- 33.5 The Buyer has the right to refer a dispute to arbitration even if the Supplier has started or has attempted to start court proceedings under clause 33.3, unless the Buyer has agreed to the court proceedings or participated in them. Even if court proceedings have started, the Parties must do everything necessary to ensure that the court proceedings are stayed in favour of any arbitration proceedings if they are started under clause 33.4.
- 33.6 The Supplier cannot suspend the performance of the Buyer Contract during any dispute.

#### **34. WHICH LAW APPLIES**

This Buyer Contract and any claim, dispute or difference (whether contractual or non-contractual) arising out of, or connected to it, are governed by English law.

**Annex B  
Special Terms**

**Not Applicable**

**Annex C**  
**Contract Management Information**

**PAYMENT**

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

[REDACTED]

Within **10** Working Days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

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.

If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to

[REDACTED]

between 09:00-17:00 Monday to Friday.

**BUYER'S ADDRESS FOR NOTICES:**

[REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**PROCEDURES AND POLICIES**

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.

The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Buyer 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.

**MINIMUM WARRANTY PERIOD**

All accessory items (mice, keyboards, footrests, posture supports etc) would be provided with a minimum 2-year warranty. If manufacturers offer a longer warranty period, then this would be applied. All chairs and desks would be issued with a minimum of 5-year warranty. The RH chairs on the commercial document would have a 10 year warranty. All warranties would be inclusive of all parts and labour. All warranty periods are effective from the date of delivery. Our sales order number would be our internal proof of warranty and is all that needs to be referenced in all cases of claims. All items supplied would have the sales order number and our company details referenced on the packaging and on labels

underneath the chairs to act as a further warranty reference should the sales order be unavailable to the end user. All warranty claims should be directed to us to resolve on behalf of CQC.  
For any warranty claims, the process outlined in question C would apply.

#### MAXIMUM LIABILITY AMOUNT

In respect of the Contract shall not exceed 125% of the contract value.

## Annex D Processing Data

### Status of the Controller

1. The Parties acknowledge that for the purposes of the Data Protection Legislation, the nature of the activity carried out by each of them in relation to their respective obligations under the Buyer Contract dictates the status of each party under the Data Protection Act 2018. A Party may act as:
  - (a) “Controller” in respect of the other Party who is “Processor”;
  - (b) “Processor” in respect of the other Party who is “Controller”;
  - (c) “Joint Controller” with the other Party;
  - (d) “Independent Controller” of the Personal Data where the other Party is also “Controller”,  
  
in respect of certain Personal Data under a Buyer Contract and shall specify in Appendix 1 (*Processing Personal Data*) which scenario they think shall apply in each situation.

### Where one Party is Controller and the other Party its Processor

2. Where a Party is a Processor, the only Processing that it is authorised to do is listed in Appendix 1 (*Processing Personal Data*) by the Controller.
3. The Processor shall notify the Controller immediately if it considers that any of the Controller’s instructions infringe the Data Protection Legislation.
4. The Processor shall provide all reasonable assistance to the Controller in the preparation of any Data Protection Impact Assessment prior to commencing any Processing. Such assistance may, at the discretion of the Controller, include:
  - (a) a systematic description of the envisaged Processing and the purpose of the Processing;
  - (b) an assessment of the necessity and proportionality of the Processing in relation to the Deliverables;
  - (c) an assessment of the risks to the rights and freedoms of Data Subjects; and
  - (d) the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.
5. The Processor shall, in relation to any Personal Data Processed in connection with its obligations under the Buyer Contract:
  - (a) Process that Personal Data only in accordance with Appendix 1 (*Processing Personal Data*), unless the Processor is required to do otherwise by Law. If it is so required the Processor shall notify the Controller before Processing the Personal Data unless prohibited by Law;
  - (b) ensure that it has in place Protective Measures, including in the case of the Supplier the measures set out in clause 14.3 of the Conditions, which the Controller may reasonably reject (but failure to reject shall not amount to approval by the Controller of the adequacy of the Protective Measures) having taken account of the:
    - (i) nature of the data to be protected;
    - (ii) harm that might result from a Personal Data Breach;
    - (iii) state of technological development; and

- (iv) cost of implementing any measures;
  - (c) ensure that :
    - (i) the Processor Personnel do not Process Personal Data except in accordance with the Buyer Contract (and in particular Appendix 1 (*Processing Personal Data*));
    - (ii) it takes all reasonable steps to ensure the reliability and integrity of any Processor Personnel who have access to the Personal Data and ensure that they:
      - (A) are aware of and comply with the Processor's duties under this Annex D, clauses 14 (*Data protection*), 15 (*What you must keep confidential*) and 16 (*When you can share information*) of the Conditions;
      - (B) are subject to appropriate confidentiality undertakings with the Processor or any Subprocessor;
      - (C) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Controller or as otherwise permitted by the Buyer Contract; and
      - (D) have undergone adequate training in the use, care, protection and handling of Personal Data;
  - (d) not transfer Personal Data outside of the EU unless the prior written consent of the Controller has been obtained and the following conditions are fulfilled:
    - (i) the Controller or the Processor has provided appropriate safeguards in relation to the transfer (whether in accordance with UK GDPR Article 46 or LED Article 37) as determined by the Controller;
    - (ii) the Data Subject has enforceable rights and effective legal remedies;
    - (iii) the Processor complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the Controller in meeting its obligations); and
    - (iv) the Processor complies with any reasonable instructions notified to it in advance by the Controller with respect to the Processing of the Personal Data; and
  - (e) at the written direction of the Controller, delete or return Personal Data (and any copies of it) to the Controller on termination of the Buyer Contract unless the Processor is required by Law to retain the Personal Data.
6. Subject to paragraph 7 of this Annex D, the Processor shall notify the Controller immediately if in relation to it Processing Personal Data under or in connection with the Buyer Contract it:
- (a) receives a Data Subject Access Request (or purported Data Subject Access Request);
  - (b) receives a request to rectify, block or erase any Personal Data;
  - (c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
  - (d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data Processed under the Buyer Contract;
  - (e) receives a request from any third Party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law; or
  - (f) becomes aware of a Personal Data Breach.
7. The Processor's obligation to notify under paragraph 6 of this Annex D shall include the provision of further information to the Controller, as details become available.



8. Taking into account the nature of the Processing, the Processor shall provide the Controller with assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under paragraph 6 of this Annex D (and insofar as possible within the timescales reasonably required by the Controller) including by immediately providing:
  - (a) the Controller with full details and copies of the complaint, communication or request;
  - (b) such assistance as is reasonably requested by the Controller to enable it to comply with a Data Subject Access Request within the relevant timescales set out in the Data Protection Legislation;
  - (c) the Controller, at its request, with any Personal Data it holds in relation to a Data Subject;
  - (d) assistance as requested by the Controller following any Personal Data Breach; and/or
  - (e) assistance as requested by the Controller with respect to any request from the Information Commissioner's Office, or any consultation by the Controller with the Information Commissioner's Office.
9. The Processor shall maintain complete and accurate records and information to demonstrate its compliance with this Annex D. This requirement does not apply where the Processor employs fewer than 250 staff, unless:
  - (a) the Controller determines that the Processing is not occasional;
  - (b) the Controller determines the Processing includes special categories of data as referred to in Article 9(1) of the UK GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the UK GDPR; or
  - (c) the Controller determines that the Processing is likely to result in a risk to the rights and freedoms of Data Subjects.
10. The Processor shall allow for audits of its Data Processing activity by the Controller or the Controller's designated auditor.
11. The Parties shall designate a Data Protection Officer if required by the Data Protection Legislation.
12. Before allowing any Subprocessor to Process any Personal Data related to the Buyer Contract, the Processor must:
  - (a) notify the Controller in writing of the intended Subprocessor and Processing;
  - (b) obtain the written consent of the Controller;
  - (c) enter into a written agreement with the Subprocessor which give effect to the terms set out in this Annex D such that they apply to the Subprocessor; and
  - (d) provide the Controller with such information regarding the Subprocessor as the Controller may reasonably require.
13. The Processor shall remain fully liable for all acts or omissions of any of its Subprocessors.
14. The Buyer may, at any time on not less than thirty (30) Working Days' notice, revise this Annex D by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to the Buyer Contract).
15. The Parties agree to take account of any guidance issued by the Information Commissioner's Office. The Buyer may on not less than thirty (30) Working Days' notice to the Supplier amend the Buyer Contract to ensure that it complies with any guidance issued by the Information Commissioner's Office.

## Where the Parties are Joint Controllers of Personal Data

16. In the event that the Parties are Joint Controllers in respect of Personal Data under the Buyer Contract, the Parties shall implement paragraphs that are necessary to comply with UK GDPR Article 26 based on the terms set out in Appendix 2 to this Annex D.

## Independent Controllers of Personal Data

17. With respect to Personal Data provided by one Party to another Party for which each Party acts as Controller but which is not under the Joint Control of the Parties, each Party undertakes to comply with the applicable Data Protection Legislation in respect of their Processing of such Personal Data as Controller.
18. Each Party shall Process the Personal Data in compliance with its obligations under the Data Protection Legislation and not do anything to cause the other Party to be in breach of it.
19. Where a Party has provided Personal Data to the other Party in accordance with paragraph 7 of this Annex D above, the recipient of the Personal Data will provide all such relevant documents and information relating to its data protection policies and procedures as the other Party may reasonably require.
20. The Parties shall be responsible for their own compliance with Articles 13 and 14 UK GDPR in respect of the Processing of Personal Data for the purposes of the Buyer Contract.
21. The Parties shall only provide Personal Data to each other:
- (a) to the extent necessary to perform their respective obligations under the Buyer Contract;
  - (b) in compliance with the Data Protection Legislation (including by ensuring all required data privacy information has been given to affected Data Subjects to meet the requirements of Articles 13 and 14 of the UK GDPR); and
  - (c) where it has recorded it in Appendix 1 (*Processing Personal Data*).
22. Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of Processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, each Party shall, with respect to its Processing of Personal Data as Independent Controller, implement and maintain appropriate technical and organisational measures to ensure a level of security appropriate to that risk, including, as appropriate, the measures referred to in Article 32(1)(a), (b), (c) and (d) of the UK GDPR, and the measures shall, at a minimum, comply with the requirements of the Data Protection Legislation, including Article 32 of the UK GDPR.
23. A Party Processing Personal Data for the purposes of the Buyer Contract shall maintain a record of its Processing activities in accordance with Article 30 UK GDPR and shall make the record available to the other Party upon reasonable request.
24. Where a Party receives a request by any Data Subject to exercise any of their rights under the Data Protection Legislation in relation to the Personal Data provided to it by the other Party pursuant to the Buyer Contract ("**Request Recipient**"):
- (a) the other Party shall provide any information and/or assistance as reasonably requested by the Request Recipient to help it respond to the request or correspondence, at the cost of the Request Recipient; or

- (b) where the request or correspondence is directed to the other Party and/or relates to that other Party's Processing of the Personal Data, the Request Recipient will:
  - (i) promptly, and in any event within five (5) Working Days of receipt of the request or correspondence, inform the other Party that it has received the same and shall forward such request or correspondence to the other Party; and
  - (ii) provide any information and/or assistance as reasonably requested by the other Party to help it respond to the request or correspondence in the timeframes specified by Data Protection Legislation.
  
- 25. Each Party shall promptly notify the other Party upon it becoming aware of any Personal Data Breach relating to Personal Data provided by the other Party pursuant to the Buyer Contract and shall:
  - (a) do all such things as reasonably necessary to assist the other Party in mitigating the effects of the Personal Data Breach;
  - (b) implement any measures necessary to restore the security of any compromised Personal Data;
  - (c) work with the other Party to make any required notifications to the Information Commissioner's Office and affected Data Subjects in accordance with the Data Protection Legislation (including the timeframes set out therein); and
  - (d) not do anything which may damage the reputation of the other Party or that Party's relationship with the relevant Data Subjects, save as required by Law.
  
- 26. Personal Data provided by one Party to the other Party may be used exclusively to exercise rights and obligations under the Buyer Contract as specified in Appendix 1 (*Processing Personal Data*).
  
- 27. Personal Data shall not be retained or processed for longer than is necessary to perform each Party's respective obligations under the Buyer Contract which is specified in Appendix 1 (*Processing Personal Data*).
  
- 28. Notwithstanding the general application of paragraphs 2 to 15 of this Annex D to Personal Data, where the Supplier is required to exercise its regulatory and/or legal obligations in respect of Personal Data, it shall act as an Independent Controller of Personal Data in accordance with paragraphs 17 to 27 of this Annex D.

## Appendix 1 - Processing Personal Data

This Appendix shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Appendix shall be with the Buyer at its absolute discretion.

1. The contact details of the Buyer's Data Protection Officer are: [REDACTED] Care Quality Commission, 2<sup>nd</sup> Floor, 2 Redman Place, London, E20 1JQ.
2. The contact details of the Supplier's Data Protection Officer are: [REDACTED] [REDACTED] Back Care Solutions, The Old Bakery, Club Street, Bamber Bridge, PR5 6FN
3. The Processor shall comply with any further written instructions with respect to Processing by the Controller.
4. Any such further instructions shall be incorporated into this Appendix.

Description	Details
Identity of Controller for each Category of Personal Data	<p><b>The Buyer is Controller and the Supplier is Processor</b></p> <p>The Parties acknowledge that in accordance with paragraph 2 to paragraph 15 of Annex D and for the purposes of the Data Protection Legislation, the Buyer is the Controller and the Supplier is the Processor of the following Personal Data:</p> <p>Name, address and contact email and mobile number.</p>
Duration of the Processing	Date order of equipment is placed with supplier to the date of delivery (approximately 4 weeks).
Nature and purposes of the Processing	For delivery of goods to recipient and payment of invoice relating to recipient.
Type of Personal Data	In the event a CQC colleague requires ergonomic furniture (as an adjustment). The H&S team procure the equipment on behalf of the individual. The name address and contact details of the individual are provided to the supplier, with the order request for the purpose of delivery only. Sales orders and invoices for these individuals are sent to CQC and stored by H&S (accessible by H&S team only) and on the D365 F&O system for payment by the Finance Liaison team.
Categories of Data Subject	CQC colleagues, to include permanent staff and those on fixed-term contracts.

<p>Plan for return and destruction of the data once the Processing is complete UNLESS requirement under Union or Member State law to preserve that type of data</p>	<p>Retention of data on D365 F&amp;O system is 7 years.</p>
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**Appendix 2 - Joint Controller Agreement – NOT USED**

**Annex E**  
**Suitability Assessment Questionnaire**

**Direct Award**

## Annex F

### Part 1 – Deliverables

#### **CQC Requirements**

The Care Quality Commission (CQC) is a non-departmental body established under the Health and Social Care Act 2008 and is the independent regulator of health and adult social care in England. Its purpose is to ensure that health and social care services provide people with safe, effective, compassionate, high-quality care and to encourage care services to improve.

CQC require an ergonomic supplier to provide a range of specialist equipment solutions which will include delivery and a regional set-up and repair/replacement service for our homeworkers and all office locations, which will fulfil our legal responsibilities under the Health and Safety at Work Act 1974 and the Health & Safety (Display Screen Equipment) Regulations 2002 as amended.

CQC's Health and Safety, HR and IT teams work together in order to identify how best to support staff and ensure appropriate assessment and timely provision of support. This includes providing the appropriate ergonomic furniture/equipment solutions to enable employees to carry out their daily tasks.

CQC is seeking to appoint a qualified ergonomic supplier to provide ergonomic equipment across its premises and employee's home offices to provide support requirements in the workplace. The proposed contract term will be for an initial 2 years with the option to extend for a further 12 month period, subject to satisfactory performance.

The aim of this contract will be to:

- Ensure that staff receive the appropriate equipment in order to mitigate against the impact of ill-health in the workplace
- Meet our obligations under the Equality and Health and Safety legislation
- Provide management information on the service in order to highlight any issues.

It should be noted that the provision of occupational health workplace and DSE assessments is not within the scope of this contract.

#### **The tender would look for a supplier who can provide the following:**

- National geographical coverage
- Delivery of stock (non-bespoke) items within 2-3 days
- Complimentary regional set-up service within 3-5 days
- Local technicians to assess (free of charge) and repair desks and chairs within 3-5 days (free of charge repairs on items within warranty)
- Dedicated accounts manager and customer service handling team
- Quarterly accounts meetings



- Detailed/comprehensive expenditure reports upon request
- A diverse range of equipment to meet the needs of individuals, ensuring appropriate provision for all protected characteristics under the Equality Act 2010
- Quality and durability of equipment, covered by warranty periods
- 14 days trial and return option on stock (non-bespoke) items
- The capacity to meet our needs as a growing organisation
- A cost effective / competitive cost structure
- Discounts on some product lines and/or on bulk or ongoing/high demand equipment items
- Complimentary profile educational days and webinars with regards to ergonomic and safety solutions
- Problem solving and flexibility to go above and beyond usual service in rare and complex cases.
- Pre-sales support
- Post-sales support
- Bespoke options or accessibility to bespoke solutions.
- Competitive delivery charges

The ergonomic equipment ranges from specialist to bespoke chairs, electric or manual sit-stand desks for staff with musculoskeletal issues/injuries, to smaller items such as ergonomic mice and keyboard variations to assist with conditions such as repetitive strain and coloured computer screen overlays to support persons on the dyslexia spectrum. The ergonomic equipment will vary from person to person depending on their situation but is likely to include, in the main the items listed below.

**Please note CQC currently procure keyboards & mice from a separate supplier (although there may be a need to include these under this contract going forward)**

**The core ergonomic stock items for our main offices (London, Leeds and Newcastle), are:**

- Short, light-touch keyboard (Compact Number Slide keyboard, wired)
- Bakker Elkhuisen light-touch mini keyboard (S-Board 840)
- Vertical ergonomic mouse (Evoluent 3, wired, medium)
- Vertical ambidextrous mouse (Penguin mouse, wired, medium)
- Roller-bar mouse (Contour Free3 roller bar mouse, wired/Ritebar roller-bar mouse, wired)
- Central Document/writing slope (Q-Doc 415 / MultiRite)

- Enhanced height adjustable footrest (Score 952 adjustable footrest)
- Ergonomic pen (PenAgain ergo pen)
- Pen grips (Promedics pack of 3 soft pen grips)
- Portable inflatable lumbar support cushion to affix to existing chair, soft support (Inflatable lumbar support)
- Gradient seat cushion (Posturite Slim-Line Wedge)
- Coccyx cut-out seat cushion (Posurite Coccyx Cut-out Wedge)
- Clip-on armrest supports (Ergorest 330)
- Maternity support belt in medium, Large and extra large
- Monitor screen overlays (19" coloured overlays in blue, pink, green and yellow)
- Monitor screen filters (27" widescreen)

**The core larger stock items which have to be ordered due to storage constraints are:**

- Positiv U600 higher specification chair (with or without head/neck rest)
- Positiv Plus higher specification chair (with or without head/neck rest)
- RH logic 300 or RH Logic 400 with or without head/neck rest)
- Manual Sit-Stand desk platform (Varidesk Pro Plus 30 & 36 / corner cube Varidesk)

**The non-core/stock items which CQC occasionally require are:**

- Extra- large/tall support chair (Body Bilt 2500/3500 Big and Tall chair, maximum weight 228kg)
- Small support chair (Positiv R600 with small seat)
- Adjustable saddle seat with backrest
- Electric height adjustable Sit-Stand desk (120cm x 80cm / 140cm x 80cm)
- Anti-fatigue mat (DeskRite Anti-Fatigue Mat)

**The bespoke chairs (made to measure) which CQC occasionally require are:**

- Customised using the Adapt 600 range or Adapt 700 bariatric range.

The above equipment lists details, the brand and items currently being used – CQC will accept approved equivalents of equal or greater quality.

Please note that the items listed above and in the volumes section below are a guide of the range of type of items that may be required. CQC may wish to purchase additional items from the supplier's catalogue throughout the life time of the Agreement. The volume of specialised ergonomic equipment procured by CQC in the last 12 months is summarised by product group type, however this is a guide only and these volumes cannot be guaranteed throughout the life of the contract:

1. Ergonomic Keyboards (n/a – currently procured via a separate supplier, however CQC may utilise this contract for this requirement, if needed)
2. Ergonomic Mice (n/a – currently procured via a separate supplier, however CQC may utilise this contract for this requirement, if needed)
3. Non-standard desks - 47
4. Desking Accessories/ Solutions - 10
5. Additional back supports & seating wedges - 20
6. Higher specification chairs - 52
7. Other (Curative solutions) - 14

**Service Levels & Volumes**

Service levels expectations:

- The account manager must be available from 9am – 5pm, Monday to Friday by telephone for immediate enquiries by Health and Safety staff.
- All service requests should be acknowledged within 2 hours of working day.
- All chair set-up and repair visits by local technicians to be turned around in 3-5 working days.

Delivery of stock items to be delivered in 2-3 working days, with direct contact being made to the recipient to agree suitable delivery date for larger items

**Supplier Response**

[Redacted content]

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## Part 2 – Charges

### RH Chairs

Code	Product Description	
BCS1035	RH Logic 300 inc Inflatable Lumbar Support	
BCS1031	RH Logic 400 inc Inflatable Lumbar Support	
BCS106	RH Extend 120	
BCS1063	RH Extend 220	
BCS1061	RH Extend 100	
BCS1062	RH Extend 200	
BCS1043	RH Activ 200	
BCS1044	RH Activ 202	
BCS1041	RH Activ 220	
BCS1040	RH Activ 222	
BCS1072	RH Support 4501	
BCS1073	RH Support 4502	
BCS1075	RH Support 4511	
BCS1076	RH Support 4512	
BCS107	RH Support 4545	
BCS1071	RH Support 4521	
BCS1077	RH Support 4522	
BCS115	8E Armrests (Pair)	
BCS1156	8E Armrests (Pair) in Leather	
BCS1151	8S Armrests (Pair)	
BCS1151.XL	8S XL Armrests (Pair)	
BCS1153	8R3D Relax Arms (Pair)	
BCS1154	8R Relax Arms (Pair)	
BCS2088531	Armrest Pads (Memory Foam Pair)	
BCS1039	Fabric Neck Rest (300,400)	
BCS10391	Leather Neck Rest (300, 400)	
BCS116	Fabric Neck Rest (Extend)	
BCS114	Coat Hanger (300, 400, Extend)	
BCS1171	Memory Foam Seat, Std (300, 400)	
BCS11715	Memory Foam Seat, XL (300, 400)	
BCS117	Coccyx Cut Out (300, 400, 3, 4, Extend)	
BCS1172	XL Seat (300, 400)	
BCS1129	B High Gas Stem (300, 400)	
BCS11291	4P High Gas Stem (Extend)	
BCS1176	B2 Bracket for RH Supports (allows arms to be fitted)	
BCS1153	ESD Clean Room Fabric (Activ)	
BCS10395	24/7 Fabric (All Chairs)	
BCS0151	Hard Floor Castors (All Chairs)	
BCS1969-CAL	Auto Locking Castors (All Chairs)	
BCS19684	Footring (All Chairs)	

Adapt Chairs

BCS307891	Reduced Back Height
BCS30789	Reduced Back Width
BCS30792	Memory Foam Back
BCS307921	Super Memory Foam Back with Sewn Edge, Stitched
BCS307921.BS	Super Memory Foam Back with Sewn Edge, Stitched (Reduced Back Width Height)
BCS30732	Inflatable Thoracic Support
BCS30731	3 Cell Reactive Lumbar Support
BCS30734	Vertical Support (Per Side)
BCS30735	Sacral Support
BCS307994.B	Sewn Edge Back (Standard)
	Sewn Edge Back (Reduced Width/Height)
BCS3072	Massage System (6 Position & 1 Heat Pad)
BCS30721	Heated Pads (Gentle Warmth)
BCS30788	Extended Back Bar, +75mm (600 Only)
BCS30819	Mini Pump, Battery Operated
BCS30818	Limited Mechanism
BCS3082	Movement Lock (Battery Pump)
BCS30820	Movement Lock (Manual Pump)
BCS3082-P	Movement Lock Handset Pouch
BCS1959	Left Hand Controls
BCS30782	Extended Levers for Mechanism, per lever
BCS30813	ErgoStep (200 only)
BCS3074	Gas Lift 1 (600=43-54cm) (500=41-52cm)
BCS30741	Gas Lift 3 (600=62-82cm) (500=61-81cm)
BCS3083	Swivel Lock - Traditional
BCS1967-7	7" Swivel Lock
BCS1967	9" Swivel Lock
BCS1969-CAL	Auto Locking Castors
BCS0151	Semi Braked Castors
BCS0155	Soft Wheel Castors
BCS19684	Footring
BCS30811	Footring Footplate (half footring filled in)
BCS30812	Footring Footplate, Extended (footplate extends beyond footring)
BCS30814	Ergotether





Adapt Chairs

Code	Product Description
BCS3053	Adapt 610
BCS30531	Adapt 620
BCS30532	Adapt 630
BCS30533	Adapt 640
BCS30534	Adapt 650
BCS30535	Adapt 660
BCS30536	Adapt 680
BCS3056	Adapt 511
BCS30565	Adapt 512
BCS3057	Adapt 521
BCS30571	Adapt 522
BCS30572	Adapt 531
BCS3058	Adapt 532
BCS30581	Adapt 200 (Made to Measure)
BCS30582	Adapt 700
BCS307	Height Adjustable Arms
BCS30710	Gel Arm Pads (Pair)
BCS30716	3D Trigger Height Adjustable Arms
BCS30711	4D Height Adjustable Arms
BCS30713	P-Shaped Arm Pads
BCS30712	Height & Retractable Arms
BCS30715	Mobile Support Arms
BCS30717	Rotating Arms
BCS307141	Hgt Adaptation to height & retractable arms (arms not included)
BCS307180	Heavy Duty Arm Brackets
bcs3076	Head Rest
BCS3075	Neck Roll
BCS30751	Neck Curve
BCS30753	V Rest
BCS30791	Split Seat Standard (510mm Wide x 500mm Deep)
BCS307910	Split Seat Bespoke (Non-Standard Measurements)
BCS3079950	Wave Front Seat
BCS30794	Coccyx Cut Out
BCS30794.BES	Coccyx Cut Out (Bespoke)
BCS30794-700	Coccyx Cut Out, Adapt 700
BCS307945	Coccyx Comfort Zone (needs a layer of memory foam too)
BCS30790	Memory Foam Seat, Additional Layer
BCS307901	Super Memory Foam Seat, Stitched
BCS307902	Super Memory Foam Seat, Stitched (Reduced Width / Depth)
BCS307994	Sewn Edge Seat (Standard)
BCS307994.BS	Sewn Edge Seat (Reduced Width/Depth)
BCS30793	Reduced Seat Depth, min 41cm with seat slide, 38cm without seat slide (500 & 600)
BCS3079	Reduced Seat Width, min 41cm (500 & 600)
BCS30797	XL Seat, 51(w) x 50(d)cm (500 & 600)
BCS30798	XXL Seat, 61(w) x 61(d)cm (500 & 600)
BCS30786	Ergocore Seat Air Cell System
BCS307942	Contoured Seat (Shaped Foam with Pommel)
BCS30733	Inflatable Thigh Support
BCS307993	Foam Sculpting (In Any Single Area/Quadrant)
BCS3079953	Foam Wings (Pair)
BCS307993	Flat Back (Thoracic Foam Infill)

Axia Chairs

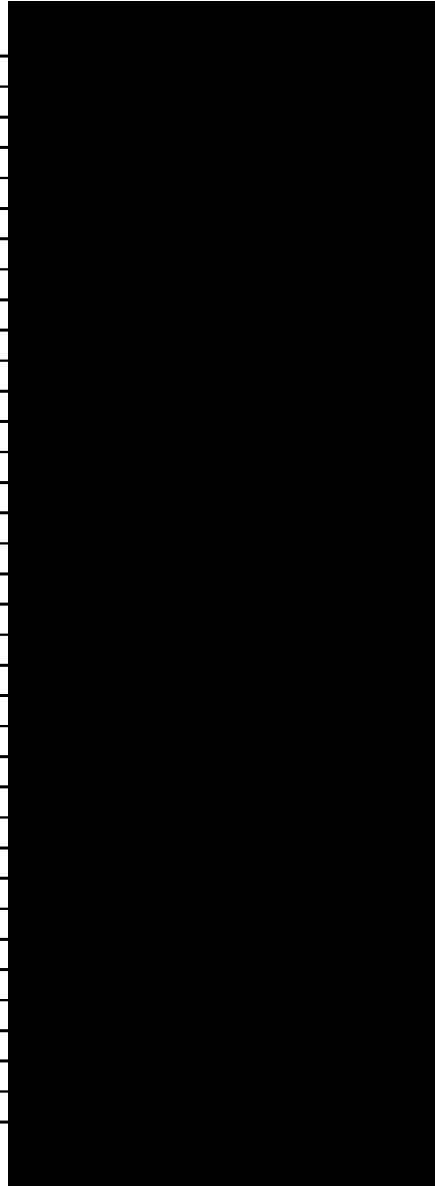
Code	Product Description
BCS72722	Axia 2.1 Medium Back (Pro Mechanism)
BCS727220	Axia 2.1 Medium Back (Office Mechanism)
BCS727222	Axia 2.2 High Back (Pro Mechanism)
BCS72722	Axia 2.2 High Back (Office Mechanism)
BCS72723-P	Axia 2.4 Extra High Back (Pro Mechanism)
BCS72723	Axia 2.4 Extra High Back (Office Mechanism)
BCS7275	8N Armrests
BCS7275-L	8N Armrests With Large Leather Arm Pads
BCS72753	8N Armrests set 50mm Further Forward
BCS72757	8N Armrests set 100mm Further Forward
BCS72755	8N Armrests set 30mm Lower
BCS72758	Head Rest
BCS72759	In flatable Lumbar Support
BCS728	Memory Foam Seat
BCS7282	Memory Foam Back
BCS7283	Extra Thick Seat Pad
BCS7284	Coccyx Cut Out
BCS729	Heavy Duty Mechanism (7.12 to 26.10st)
BCS7292	Light Weight Mechanism (5-17.4st)
BCS72950	4FL Gas Stem (39-52cm)
BCS72952	4FH Gas Stem (45-60cm)
BCS72951	4C Gas Stem (52-71cm)
BCS7295	4A Gas Stem (57-82cm)
BCS72959	Footring

Opera Chairs

Code	Product Description
BCS1813	Opera 20-2 Small Back inc Inflatable Lumbar Support
BCS1812	Opera 20-5 Mid Back inc Inflatable Lumbar Support
BCS1811	Opera 20-6 Long Back inc Inflatable Lumbar Support
BCS181	Opera 20-8 High Back inc Inflatable Lumbar Support
BCS1817	Opera 20-5-W Mid & Wide inc Inflatable Lumbar Support
BCS1815	Opera 20-8-W High & Wide inc Inflatable Lumbar Support
BCS1823	Opera 30-2 Small Back inc Inflatable Lumbar Support
BCS1822	Opera 30-5 Mid Back inc Inflatable Lumbar Support
BCS1821	Opera 30-6 Long Back inc Inflatable Lumbar Support
BCS182	Opera 30-8 High Back inc Inflatable Lumbar Support
BCS1826	Opera 30-5-W Mid & Wide inc Inflatable Lumbar Support
BCS1825	Opera 30-8-W High & Wide inc Inflatable Lumbar Support
BCS1833	Opera 50-2 Small Back inc Inflatable Lumbar Support
BCS1832	Opera 50-5 Mid Back inc Inflatable Lumbar Support
BCS1831	Opera 50-6 Long Back inc Inflatable Lumbar Support
BCS183	Opera 50-8 High Back inc Inflatable Lumbar Support
BCS1836	Opera 50-5-W Mid & Wide inc Inflatable Lumbar Support
BCS1835	Opera 50-8-W High & Wide inc Inflatable Lumbar Support
BCS1843	Opera 60-2 Small Back inc Inflatable Lumbar Support
£3.00	Opera 60-5 Mid Back inc Inflatable Lumbar Support
BCS1841	Opera 60-6 Long Back inc Inflatable Lumbar Support
BCS184	Opera 60-8 High Back inc Inflatable Lumbar Support
BCS1853	Opera 60-2-H Small Back, High Stem inc Inflatable Lumbar Support
BCS1852	Opera 60-5-H Mid Back, High Stem inc Inflatable Lumbar Support
BCS1851	Opera 60-6-H Long Back, High Stem inc Inflatable Lumbar Support
BCS185	Opera 60-8-H High Back, High Stem inc Inflatable Lumbar Support
BCS19531	Super Short Seat
BCS194	Short Seat
BCS1941	Medium Seat (Surcharge for 2 models)
BCS1942	Long Seat
BCS1944	Short & Wide Seat
BCS1945	Medium & Wide Seat
BCS1946	Long & Wide Seat
BCS1948	XT58 Wide Seat (Op 20, 30, 50 Only)
BCS1949	XT65 Wide Seat (Op 20, 30, 50 Only)
BCS1951	Memory Foam Seat
BCS1954	Sewn Edge Seat
BCS1955-C	Coccyx Cut Out (Covered)
BCS1955-O	Coccyx Cut Out (Open)
BCS1922-ERS	Ergo Response Seat Air Cell (ERS)
BCS1939	Split Seat (Opera 30, 50 & 60 only - no seat slide on 60)
BCS1953	Custom Fit Seat
BCS19551	Inflatable Thigh Supports (Per Side)
BCS195	Memory Foam and Sewn Edge Backrest
BCS195-MBL-M	Memory Foam Back inc Lateral Support & Sewn Edge
BCS1954-B	Sewn Edge Back
BCS1921	Schukkra Lumbar Support - Hgt Adj

Orangebox Chairs

Code	Product Description
BCS273	Flo High Back
BCS272	Flo Medium Back
BCS274	Adjustable Arm Rests
BCS2741	Head Rest
BCS2745	Coccyx Cut Out with Comfort Seat
BCS2742	Memory Foam Quilt Wrap Seat
BCS2744	Gas Stem (42-53cm)
BCS27442	Gas Stem (59-84cm)
BCS27445	Gas Stem (65-95cm)
BCS27447	Footplate
BCS27446	Footring
BCS267	Spira Plus Mid Back Chair (SPIRA PLUS-MB)
BCS2671	Spira Plus High Back Chair (SPIRA PLUS-HB)
BCS2672	Spira Shallow Seat
BCS2674	Spira Coccyx Cut Out
BCS2675	Spira Arm Rests
BCS2676	Spira Head Rest
BCS2655	Joy High Back
BCS265	Joy Medium Back
BCS2664	Joy Inflatable Lumbar Support, High Back Only
BCS2660	Joy Height Adjustable Arms
BCS2660-PU	Joy PU Height Adjustable Arms
BCS26601	Joy Height, Depth & Width Adjustable Arms
BCS2661	Joy Seat Slide
BCS2668	Joy Coccyx Cut Out
BCS2662	Joy Luxury Upholstery
BCS2658	Joy OH High Back
BCS2659	Joy OH Height Adjustable Arms
BCS2659-PU	Joy OH Height Adjustable Arms with PU Pads
BCS2659-WI	Joy OH Width Adjustable Arms
BCS2668	Joy OH Coccyx Cut Out
BCS2662	Joy OH Luxury Upholstery



Hoganas Chairs

Code	Product Description
BCS3573	Hoganas 501 Multimatic, inc Inf L/S
BCS3575	Hoganas 561 Multimatic, inc Inf L/S
BCS3571	Hoganas 381 Multimatic, inc Inf L/S
BCS357	Hoganas 381 Slim Multimatic, inc Inf L/S
BCS356	Hoganas 361 Multimatic, inc Inf L/S
BCS3561	Hoganas 361 Slim Multimatic, inc Inf L/S
BCS3585	Type 40 Arm Rests
BCS358	Neck Rest
BCS35801	Extra Curved Neck Rest
BCS3581	Memory Foam Seat
BCS35877	20mm Deeper Seat (361 & 381)
BCS3589	Gas Stem (45-67cm)
BCS35891	Gas Stem (51-73cm)
BCS19864	Footring
BCS0151	Semi Braked Castors
BCS1969-CAL	Auto Locking Castors
BCS1969-CGL	Glides



Grahl Chairs

Code	Product Description
BCS319	Xenium Freework DuoBack
BCS315	Xenium Duoback
BCS3151	Xenium Basic DuoBack
BCS311	Type 11 DuoBack inc Seat Tilt
BCS3115	Type 11 DuoBack inc Seat Tilt with Large Seat
BCS3113	Type 11 DuoBack inc Seat Tilt with High Seat, inc Footring
BCS31251	Ergonom 67 Standard Split Seat
BCS3126	Ergonom 67 Large Split Seat
BCS316	Xenium 2D Arms (A60)
BCS3161	Xenium 3D Arms (A64)
BCS3268	A94 Arms (Ergonom 67)
	2D Arms (A10) (Type 11)
	3D Arms (A13) (Type 11)
BCS3163	Xenium Headrest, Fabric
BCS3163-L	Xenium Headrest, Leather
BCS3252	Headrest (Type 11 & Ergonom 67)
	41-48cm Gas Stem (Type 11)
	55-71cm Gas Stem (Type 11)
	66-92cm Gas Stem (Type 11)
BCS32851	36-41cm Gas Stem (Ergonom 67)
BCS32854	47-65cm Gas Stem (Ergonom 67)
BCS3241	Back Spacers (all chairs)
BCS3258	Coccyx Relief Zone (all chairs)
BCS3259	Memory Foam Seat (all chairs)
BCS19684	Footring (all chairs)
BCS0151	Hard Floor Semi Braked Castors (all chairs)
BCS1969-CAL	Auto Locking Castors (all chairs)
BCS1969-CGL	Glides (all chairs)

HAG Chairs

Code	Product Description
BCS1681	HAG Capisco 8105, Saddle Seat, No Backrest, Fabric
BCS1682	HAG Capisco 8105, Saddle Seat, No Backrest, Vinyl
BCS168	HAG Capisco 8106, Saddle Seat, Inc Backrest, Fabric
BCS1680	HAG Capisco 8106, Saddle Seat, Inc Backrest, Vinyl
	HAG Capisco 8107, Saddle Seat, Inc Backrest, gr-1
BCS1683	HAG Capisco 8126, Flat Seat, Inc Backrest, Fabric
BCS1684	HAG Capisco 8126, Flat Seat, Inc Backrest, Vinyl
BCS169	HAG Capisco Head Rest, Fabric
BCS1691	HAG Capisco Head Rest, Vinyl
BCS16871	HAG Capisco 150mm Gas Stem
BCS1687	HAG Capisco 265mm Gas Stem
BCS16873	HAG Capisco Polished Aluminium Star Base
BCS16852	HAG Capisco Puls 8001, Saddle Seat, No Backrest, Fabric
BCS16853	HAG Capisco Puls 8001, Saddle Seat, No Backrest, Vinyl
BCS16854	HAG Capisco Puls 8002, Saddle Seat, No Backrest, Removable Seat Cushion, Nexus
BCS1685	HAG Capisco Puls 8010, Saddle Seat, Inc Backrest, Fabric
BCS16851	HAG Capisco Puls 8010, Saddle Seat, Inc Backrest, Vinyl
	HAG Capisco Puls 8020, Saddle Seat, Inc Backrest, Removable Seat Cushion, Nexus
BCS16871	HAG Capisco 150mm Gas Stem
BCS1687	HAG Capisco 265mm Gas Stem
BCS16874	HAG Capisco Puls Polished Aluminium Star Base
BCS16231	HAG HO3 350, Fabric
BCS1623	HAG HO3 340, Fabric
BCS16232	HAG HO3 330, Fabric
BCS16239	HAG HO3 Adjustable Arms
BCS1636	HAG HO3 200mm Gas Stem
BCS1637	HAG HO3 265mm Gas Stem
BCS16237	HAG HO3 Aluminium Star Base
BCS1686	HAG StepUp, for use with all chairs
BCS19684	HAG Footring, for use with all chairs
BCS1969-CAL	Autolocking Castors, for use with all chairs
BCS0151	Hardfloor Castors, for use with all chairs
BCS1969-cgl	Glides, for use with all chairs

KAB Chairs

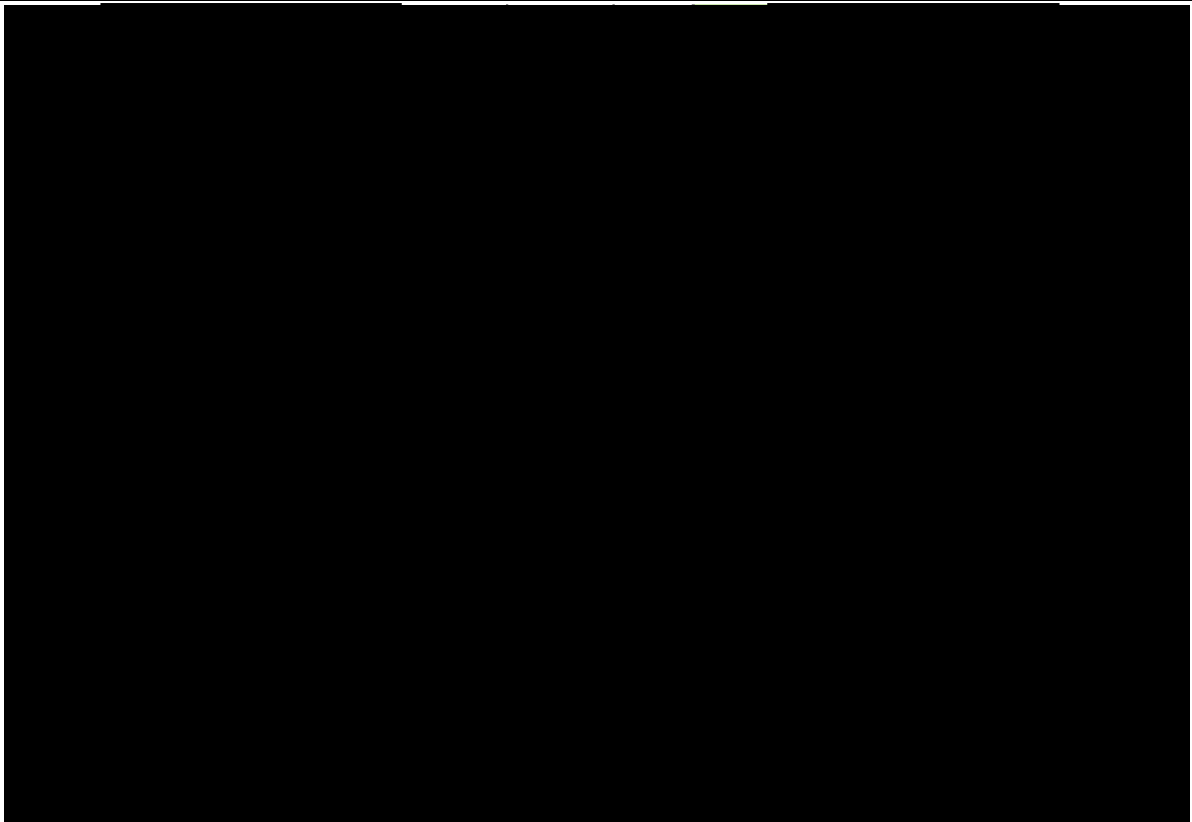
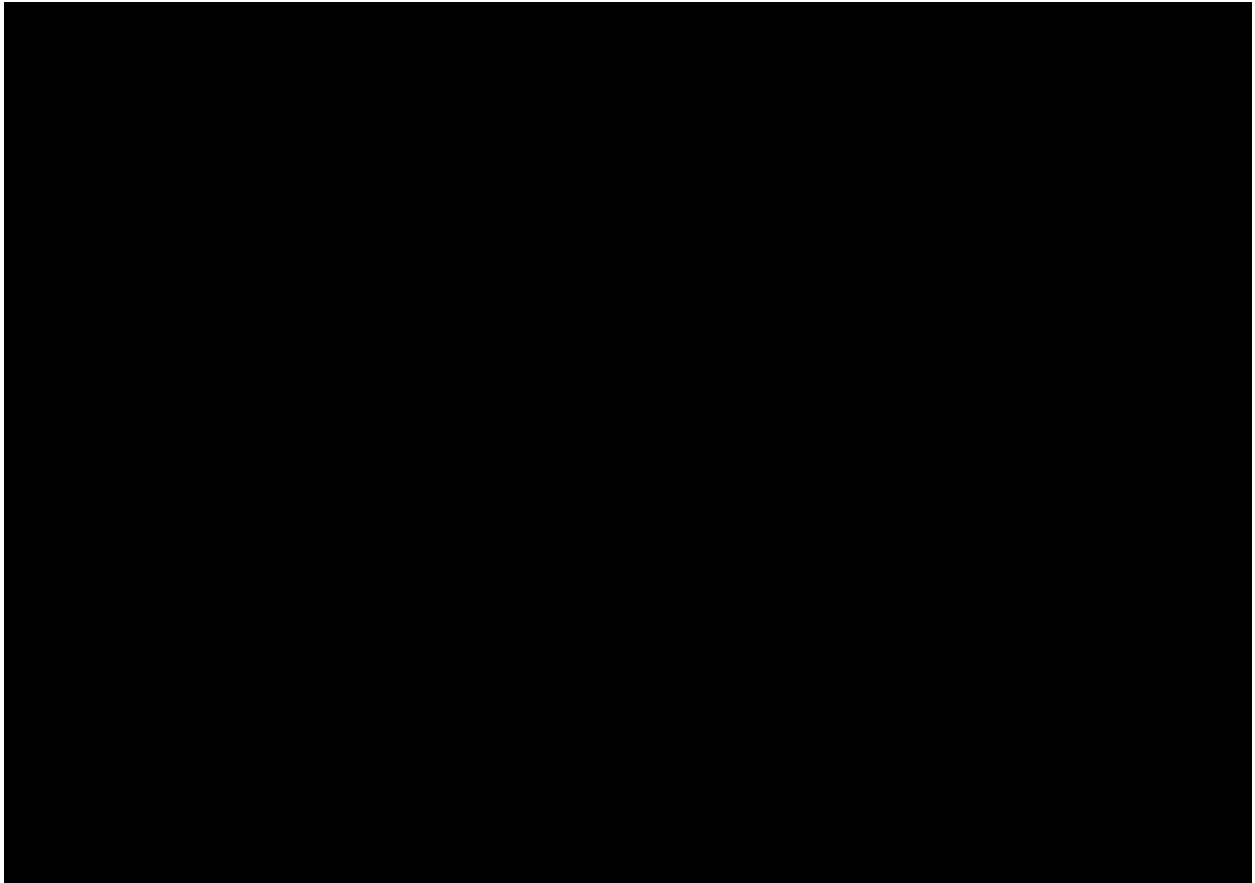
Code	Product Description
BCS3613	KAB Director, Storm
BCS3613-X	KAB Director, Std Xtreme
BCS361	KAB Executive, Storm
BCS361-X	KAB Executive, Std Xtreme
BCS3611	KAB ACS Executive, Storm
BCS3615	KAB Navigator, Storm
BCS3612	KAB Controller, Storm & Black Leather
BCS3617	KAB K4 Premium, Storm
BCS362	44-51cm Gas Stem
BCS361	53-65cm Gas Stem



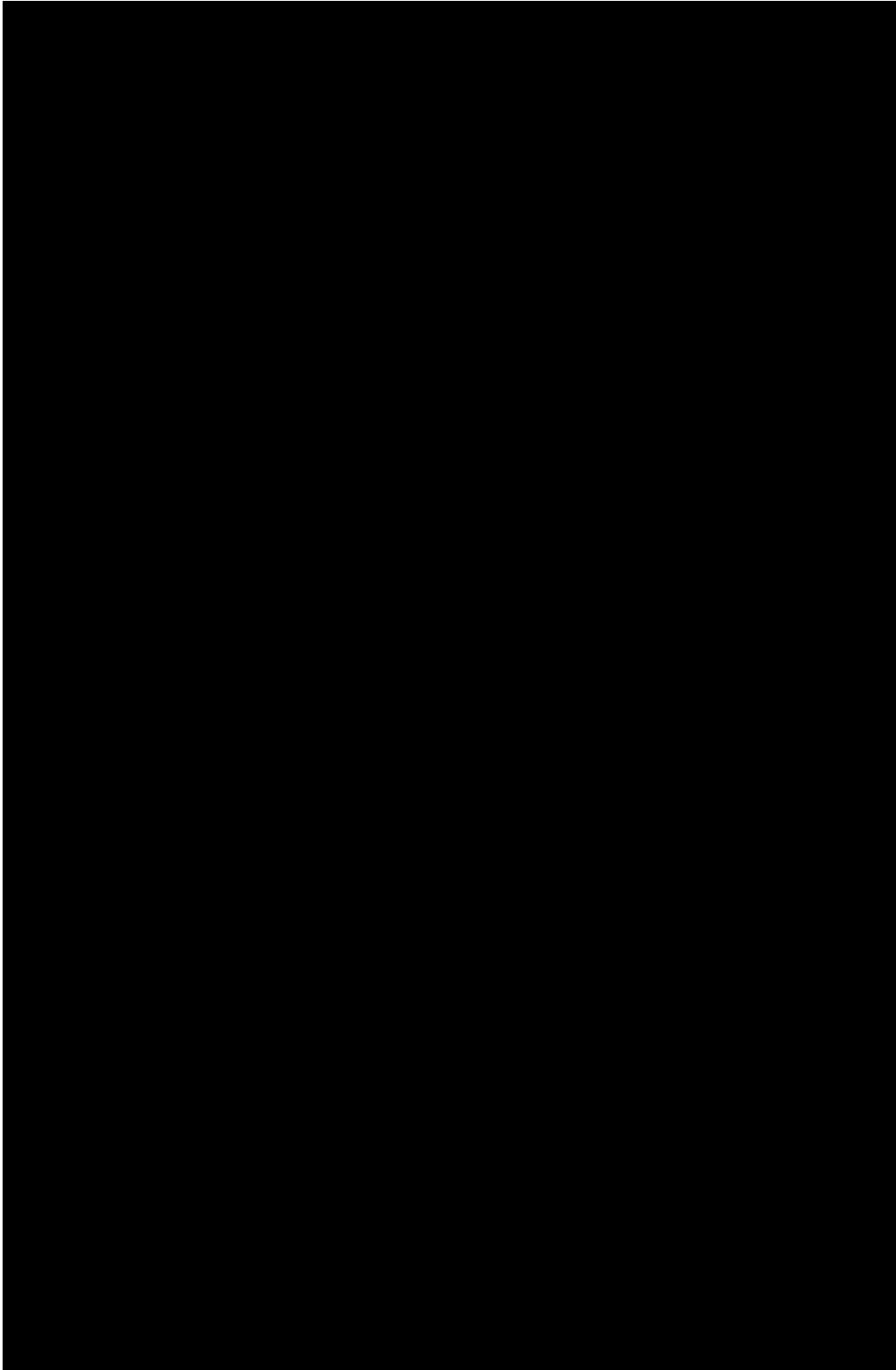


Desk Frames

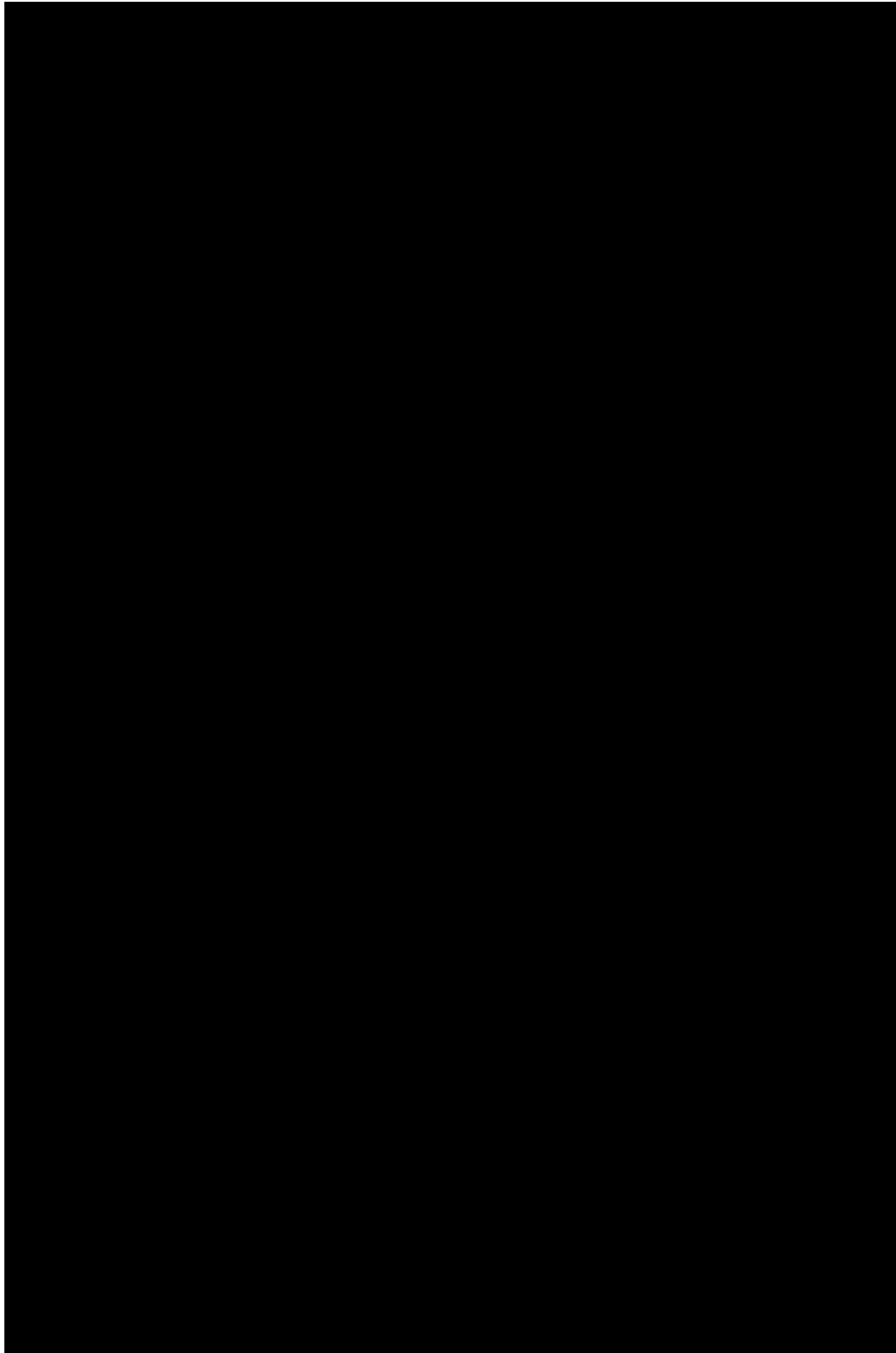




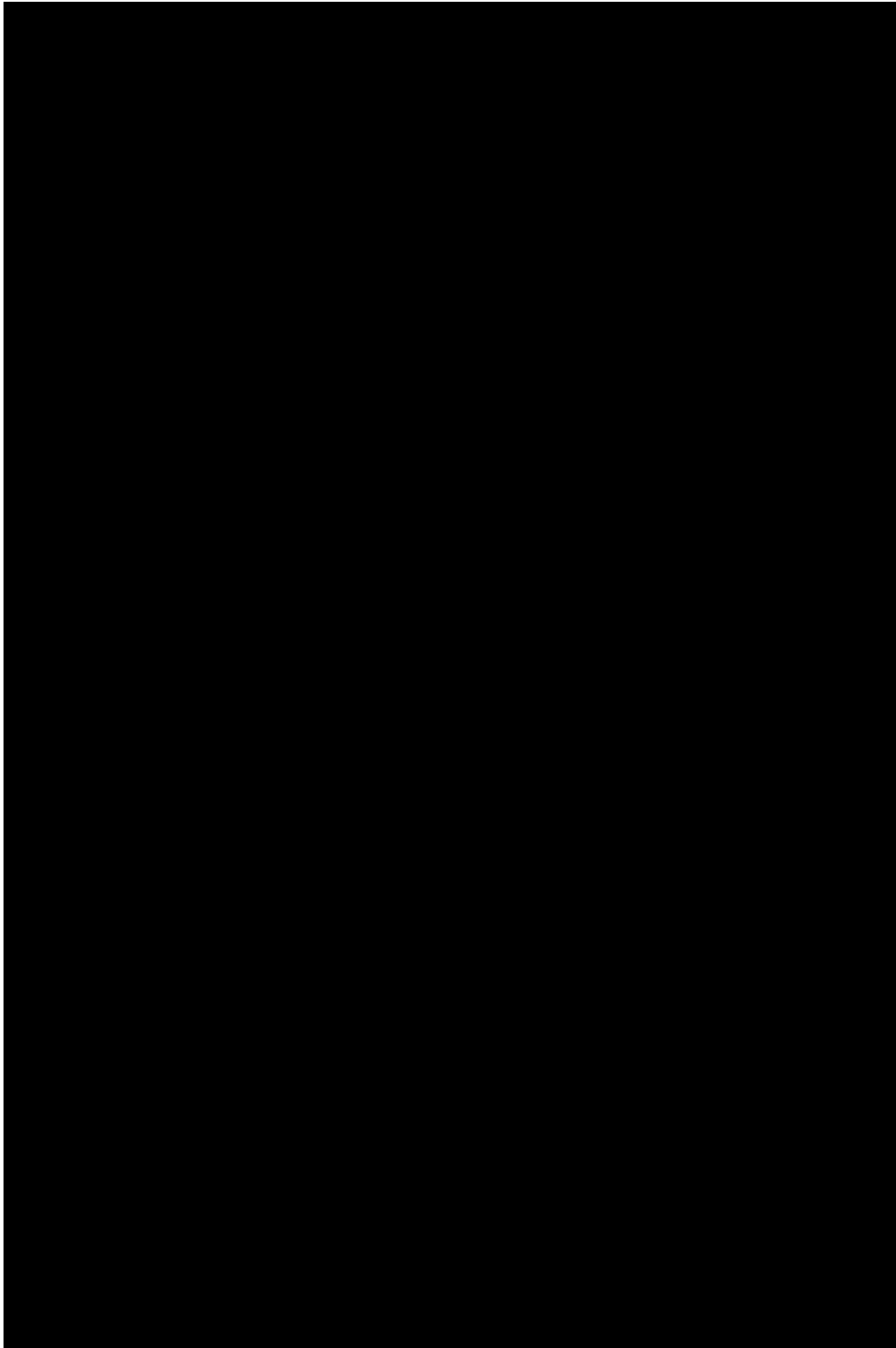
Desk Tops

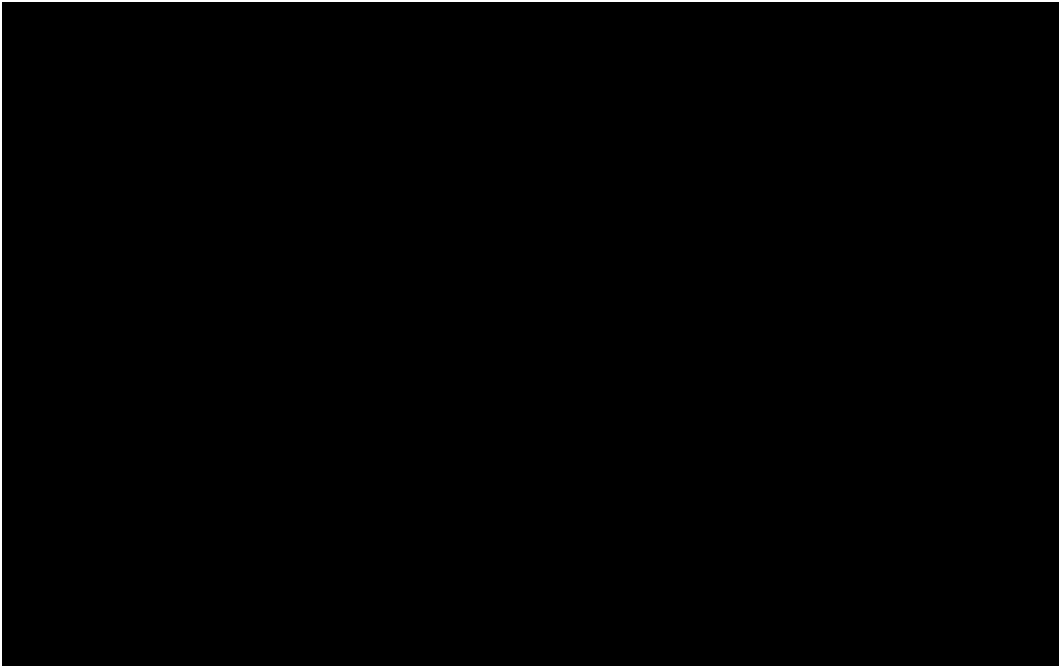


Desk Tops



Desk Tops





Storage & Desk Accessories

Code	Product Description
BCS5339	Pen Tray
BCS534	Desk High 3 Drawer Mobile Pedestal, 600mm
BCS5341	Desk High 3 Drawer Mobile Pedestal, 800mm
BCS5344	Desk High 2 Drawer Mobile Pedestal, 800mm
BCS5343	Tall Under Desk 3 Drawer Pedestal, 600mm
BCS5344	Under Desk 2 Drawer Mobile Pedestal, 600mm
BCS53441	Under Desk 3 Drawer Mobile Pedestal, 600mm
BCS5897	Swing Tray
BCS58977	Cable Tray for 196 Frame, 501-11
BCS58978	Cable Tray for 116 Frame, 501-11
BCS58979	Cable Tray for 156 Frame, 501-11
BCS6451	Viewgo Computer Holder, Floor, Silver
BCS6452	Viewgo Computer Holder, Under Desk, Silver
BCS6453	Viewmate Computer Holder, Fixed, Silver
BCS6454	Viewmate Computer Holder, Retractable, Silver
BCS6455	Addit Cable Protector, 1.5m, Black
BCS6456	Addit Cable Protector, 3m, Black
BCS6458	Addit Sliding Cable Tray, Silver
BCS6459	Addit Cable Worm, 82cm, Silver
BCS64591	Addit Cable Worm, 127cm, Silver
BCS74196	Cable Management Basket, Silver
BCS74197	Cable Tray, 800-1100mm
BCS74198	Cable Tray, 1150-1400mm
BCS74199	Cable Tray, 1500-1800mm
BCS742	Desk Raisers, Set of 4
BCS70391	Phlor Anti-Fatigue Mat



Copyholders

Code	Product Description
BCS6044	Copy Mate Premier Freedom, 355mm, Black
BCS60441	Copy Mate Premier Freedom, 455mm, Black
BCS6077	Floor Standing Bookholder, Laptop Support & Writing Stand
BCS61012	Copywriter
BCS61014	Copytron
BCS611	U Slope Adj Document Holder / Writing Slope
BCS6112	U Slope PRO Adj Document Holder / Writing Slope
BCS6117	Clear Slope PRO Adj Document Holder / Writing
BCS61175	Max View Document Holder / Writing Slope
BCS6118	U Turn Copy & Book Holder
BCS61180	Go Flex Document Holder/Writing Slope
BCS61181	Go Read Document Holder
BCS61182	Go Slide Document Holder & Writing Slope
BCS6129	Clear Copy Copyholder (A3)
BCS61290	Clear Copy Copyholder (A4)
BCS6431	Addit Inline Ergodoc, Hgt Adj, Anti Refl
BCS64311	Addit Inline Ergodoc, Hgt Adj
BCS6432	Addit A3 Heavy Duty Inline Ergodoc, Fixed
BCS6823	Flex Doc Document Holder
BCS68232	Q Doc 400 Document Holder
BCS68233	Q Doc 415
BCS68234	Q Doc.515
BCS68237	Q-Doc 100 Document Holder
BCS6824	Flex Desk 630 Adj Document Holder / Writing Slope
BCS68241	Flex Desk 640
BCS704	Fellowes Weighted Base Copyholder
BCS7042	I-Spire Document & Tablet Lift
BCS7046	3M DH445 Monitor Copyholder
BCS7265	Docuglide
BCS7446	Portable Desk
BCS78189	MicroDesk Writing Station Std
BCS781891	MicroDesk Writing Station Mini
BCS79297	Large MultiRite
BCS79298	MultiRite
BCS79299	Mini MultiRite





Laptop Stands

Code	Product Description
BCS612	U-Top Laptop Stand
BCS6122	U-Top Pro Laptop Stand
BCS61224	Uprise Laptop Stand
BCS61221	Box Office Pro
BCS61223	Echo Laptop Stand
BCS61226	Shadow Laptop Stand
BCS61228	Go Mobile Laptop Stand, Silver
BCS61228-B	Go Mobile Laptop Stand, Black
BCS61229	Go Mobile 10-13 Laptop Stand, Silver
BCS6137	Laptop Survival Pack
BCS6563	Ergosafe Laptop Kit
BCS6565-E	Oryx Evo-E Laptop Stand
BCS6566	Oryx Evo D Laptop Stand
BCS65666	Aero Evo Laptop Stand
BCS66682	Belkin CushDesk Lap Rest
BCS682	Ergo Q220 Lap top Station
BCS6821	Ergo Q260 Laptop Stand
BCS68222	Cricket Laptop Stand
BCS68224	Ergo Q330 Laptop Station
BCS68226	SlimCool Laptop Stand
BCS68228	FoldineX Laptop Stand
BCS699	SmartFit Easy Riser Notebook Stand



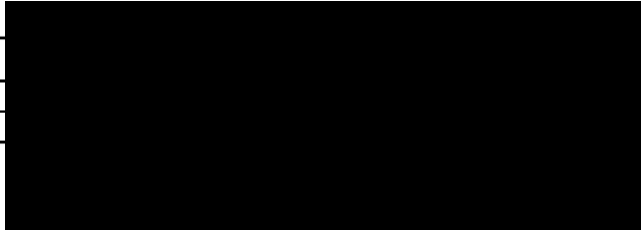
Monitor Risers & Arms

Code	Product Description
BCS6010	Le Bloc 1" Standard Monitor Ryser, Black
BCS60111	Le Bloc 2" Standard Monitor Ryser, Black
BCS6013	Le Bloc Flat Screen Monitor Ryser, Black
BCS6442	Addit Monitor Stand, Silver
BCS6445	Addit Monitor Riser, Hgt Adj
BCS64451	Addit Monitor Riser, Hgt Adj with Copyholder
BCS6446	Viewgo Monitor Arm, Single, Silver
BCS6446-STYLE	ViewMate Monitor Arm, Single Arm, Silver
BCS6447	Viewgo Monitor Arm, Double, Silver
BCS6447-STYLE	ViewMate Monitor Arm, Double Arm, Silver
BCS64484	Viewmaster Monitor Arm, Single Arm, Silver
BCS64487	Viewmaster Monitor Arm, Double Arm, Silver
BCS64488	ViewLite Monitor Arm, Single Arm, Silver-White
BCS6449	Viewmate Notebook Arm
BCS68245	Q-Riser 140 Monitor Stand
BCS68246	Q-Riser 50 Monitor Stand
BCS68247	Q-Riser 100 Monitor Stand
BCS68248	Q-Riser 110 Monitor Stand
BCS6829	EasyView Gas Monitor Arm, Single
BCS6829-D	EasyView Gas Monitor Arm, Double
BCS68295	Freelift Monitor Arm, Single
BCS68295-D	Freelift Monitor Arm, Double
BCS7059	Fellows Standard Monitor Riser, Platinum
BCS991	Ergotron LX Desk Mount LCD Arm
BCS9910	LX Dual Desk Mount Arm
BCS99101	Ergotron Neo-Flex Mounting Arm
BCS99105	Ergotron Neo-Flex LCD Stand



Sit-Stand Platforms

Code	Product Description
BCS9958	Freelift Sit-Stand Workstation, Medium, Black
BCS9958-E	Electric Freelift Sit-Stand Workstation, Black



Mice

Code	Product Description
<b>Alternative Ergonomic Mice</b>	
BCS6367	Contour Classic Wireless Mouse, Small Right
BCS63611	Contour Classic Mouse, Small Right, Wired
BCS6361-CL	Contour Classic Wireless Mouse, Medium Right
BCS63610	Contour Classic Mouse, Medium Right, Wired
BCS63670	Contour Classic Wireless Mouse, Large Right
BCS63672	Contour Classic Mouse, Large Right, Wired
BCS6361-CL-L	Contour Classic Wireless Mouse, Medium Left
	Contour Classic Mouse, Medium Left, Wired
	Contour Classic Wireless Mouse, Large Left
BCS63672	Contour Classic Mouse, Large Left, Wired
BCS668520	Microsoft Arc Touch Mouse
BCS6688	Logitech Optical Mouse, Wireless
BCS6689	Logitech Optical Mouse, Cabled
BCS682871	HandShoe Mouse, Large, Cabled Right Hand
BCS682871-L	Handshoe Mouse, Large, Cabled Left Hand
BCS682872	HandShoe Mouse, Large, Wireless Right Hand
BCS682872-L	Handshoe Mouse, Large, Wireless Left Hand
BCS682873	HandShoe Mouse, Medium, Cabled Right Hand
BCS682873-L	Handshoe Mouse, Medium, Cabled Left Hand
BCS682874	Handshoe Mouse, Medium, Wireless Right Hand
BCS682874-L	Handshoe Mouse, Medium, Wireless Left Hand
BCS682875	HandShoe Mouse, Small, Cabled Right Hand
BCS682875-L	Handshoe Mouse, Small, Cabled Left Hand
BCS682876	HandShoe Mouse, Small, Wireless Right Hand
BCS682876-L	Handshoe Mouse, Small, Wireless Left Hand
<b>Vertical Mice</b>	
BCS621	Oyster Mouse (Wired)
BCS6215	Oyster Mouse (Wireless)
BCS6524	Vertical Grip Mouse (Cabled), Right Hand
BCS6524-L	Vertical Grip Mouse (Cabled), Left Hand
BCS6525	Vertical Grip Mouse (Cordless), Right Hand
BCS682675	Contour UniMouse, Right, Wired
BCS682676	Contour UniMouse, Right, Wireless
BCS682677	Contour UniMouse, Left, Wired
BCS682678	Contour UniMouse, Left, Wireless
BCS68276	Rocker Mouse Rockstick2 Wireless, Med/Sm
BCS68276-L	Rocker Mouse Rockstick2 Wireless, Large
BCS68280	Evoluent Vertical Mouse 4, Right Hand
BCS682801	Evoluent Vertical Mouse 4, Left Hand
BCS682802	Evoluent Vertical Mouse 4, Small, Right Hand
BCS682803	Evoluent Vertical Mouse 4, Wireless, Right Hand
BCS682803-SM	Evoluent Vertical Mouse 4, Wireless, Right Hand, Sm
BCS682804	Evoluent Vertical Mouse Standard, Right Hand
BCS682805	Evoluent Vertical Mouse 4, Bluetooth, White, Mac, R
BCS682806	Evoluent C Vertical Mouse, Wired, Right Hand
BCS682807	Evoluent C Vertical Mouse, Wireless, Right Hand
BCS682809	Evoluent D Vertical Mouse, Wireless, Standard
BCS682809-L	Evoluent D Vertical Mouse, Wireless, Large

Mice

BCS682809-SM	Evoluent D Vertical Mouse, Wireless, Small
BCS6828090	Evoluent D Vertical Mouse, Wired, Standard
BCS6828090-L	Evoluent D Vertical Mouse, Wired, Large
BCS68284	DXT Precision Mouse 2, Cabled
BCS682840	DXT Precision Mouse 2, Cordless
BCS79342	Penguin Ambidextrous Vertical Mouse, Wired (Small)
BCS79343	Penguin Ambidextrous Vertical Mouse, Wired (Std)
BCS793430	Penguin Ambidextrous Vertical Mouse, Wired (Large)
BCS79344	Penguin Ambidextrous Vertical Mouse, Wireless (Small)
BCS79345	Penguin Ambidextrous Vertical Mouse, Wireless (Std)
BCS79346	Penguin Ambidextrous Vertical Mouse, Wireless (Large)
BCS9932	Wow Pen Joy, Corded
BCS99320	Wow Pen Joy, Cordless
<b>Roller Bar Mice</b>	
BCS68262	Contour Roller Mouse Red Plus, Wired
BCS68262-PS	Palm Supports for Roller Mouse Red
BCS68262-W	Contour Roller Mouse Red Plus, Wireless
BCS68263	Contour Roller Mouse Red, Wired
BCS68263-W	Contour Roller Mouse Red, Wireless
BCS68265.3	Contour Roller Mouse Pro 3, Black
BCS68265.3-PLUS	Contour Roller Mouse Pro 3 Plus, Black
BCS68268	Contour Roller Mouse Free 3, Black
BCS68268-W	Contour Roller Mouse Free 3, Wireless
BCS68269	Mouse Trapper Flexible, Black
BCS68269-W	Mouse Trapper Flexible, White
BCS793403	Mouse Trapper Advance 2.0
BCS793408	Mouse Trapper Lite
BCS793409	Mouse Trapper Advance 2.0+
<b>Trackball Mice</b>	
BCS668	Logitech Marble Mouse
BCS6681	Logitech M570 Trackball Mouse, Wireless
BCS6684	Kensington SlimBlade Trackball
BCS68286	Kensington Expert Optical Trackball
BCS7172	Kensington Orbit Elite Trackball Mouse, Cabled

Keyboards

Code	Product Description
<b>Mini Keyboards</b>	
BCS68255	Mini Slimline Keyboard
BCS682550	Targus Compact Wired Multimedia Keyboard
BCS68255-W	Arc Wireless Mini Keyboard
BCS68256	Ergostars Saturnus Compact Keyboard
BCS682563	Ultraboard 950 Keyboard, Wired
BCS682563-B	Ultraboard 950 Keyboard, Bluetooth
BCS68289	Contour Balance Keyboard
BCS79362	Number Slide Keyboard
BCS79362-B	Number Slide Keyboard, Bluetooth
BCS79364	Ark Keyboard RF
BCS65620	Solo X Keyboard
BCS65622	Piano Keyboard II
<b>Number Pads</b>	
BCS6665	USB Number Pad, Wireless
BCS6666	USB Number Pad, with Hub
BCS6667	USB Number Pad, No Hub
BCS682505	Kinesis Freestyle2 Keypad
BCS682565	Ultraboard 955 Number Pad
BCS68257	Ergostars Saturnus Numberpad
BCS682594	Goldtouch Number Pad, USB Black
BCS66870	BC Split Ergonomic Number Pad
<b>Specialist Ergonomic Keyboards</b>	
BCS68252	Large Print Keyboard
BCS682531	Monster Large Key Keyboard, White Letter, Multi Colour Key, Upper Case
BCS682532	Monster Large Key Keyboard, White Letter, Multi Colour Key, Lower Case
BCS682533	Monster Keyboard, White Key, Black Letter, Upper Case
BCS682534	Monster Keyboard, Yellow Key, Black Letter, Upper Case
BCS7216	Accuratus Washable Keyboard
BCS72194	Left Handed Keyboard
BCS99321	Large Font Keyboard, White Letter on Black Key
<b>Split Keyboards</b>	
BCS66610	Microsoft Surface Keyboard
BCS666231	Microsoft Sculpt Ergonomic Keyboard & Num. Pad
BCS666232	Microsoft Sculpt Ergonomic Keyboard, Num. Pad & Mouse
BCS6687	BC Split Ergonomic Keyboard
BCS68249	Kinesis Advantage 2 Keyboard
BCS6825	Kinesis Freestyle 2 Keyboard, inc 22cm Cable
BCS6825-50	Kinesis Freestyle 2 Keyboard, inc 50cm Cable
BCS68250	Kinesis Freestyle VIP3 Accesory Kit
BCS682501	Kinesis Freestyle V3 Accesory Kit
BCS68251	Freestyle Freestyle 2 Palm Supports
BCS682590	Goldtouch V2 Split Keyboard, PS/2 & USB, Black
BCS68258.2	Goldtouch Go 2 Split Mobile Wired Keyboard
BCS682581	Goldtouch Go 2 Split Mobile Bluetooth Wireless Keyboard
<b>Standard Keyboards</b>	

Keyboards

BCS66621	Microsoft 600 Keyboard, White
BCS682564	Ultraboard 960 Keyboard



Office Accessories

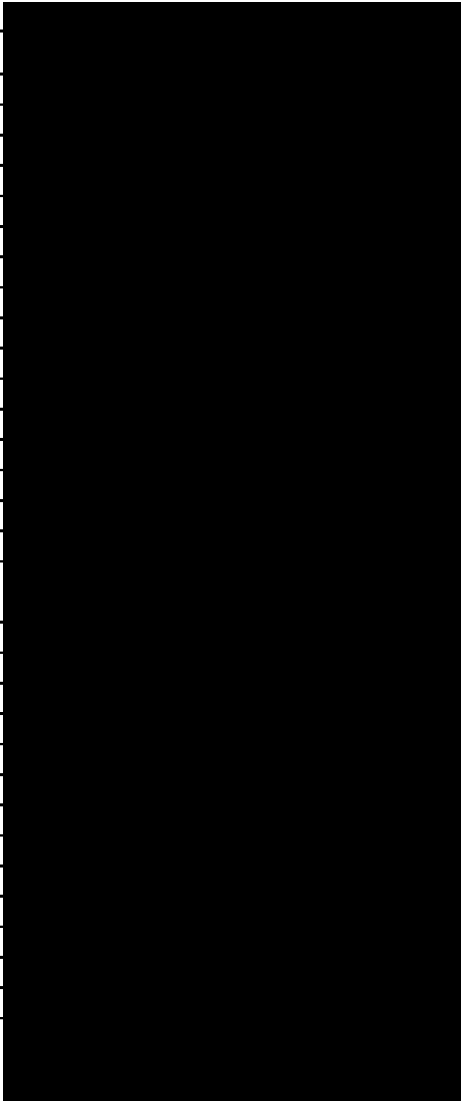
Code	Product Description
BCS6658	Privacy Screen Filter, 19 (5:4 Ratio)
BCS66581	Privacy Screen Filter, 17 (5:4 Ratio)
BCS66582	Privacy Screen Filter, 15 (4:3 Ratio)
BCS66585	Anti Glare Filter, 17"
BCS66586	Anti Glare Filter, 19"
BCS6659	Privacy Screen Filter, 19 Widescreen (16:10 Ratio)
BCS66581	Privacy Screen Filter, 17 Widescreen (16:10 Ratio)
BCS66582	Privacy Screen Filter, 15 Widescreen (16:10 Ratio)
BCS703	Chairmat with Lip, Carpet, 900x1200mm
BCS7031	Chairmat with Lip, Carpet, 115x134cm
BCS7032	Chairmat Rectangular, Carpet, 120x150cm
BCS7033	Chairmat Rectangular, Hard Floor, 120x150cm
BCS7035	Chairmat with Lip, Hard Floor, 900x1200mm
BCS7036	Chairmat with Lip, Hard Floor, 115x134cm
BCS7037	Chairmat Contoured, Carpet, 99x125cm
BCS707	Rexel Electric Stapler/Punch Combo
BCS7071	Rexel Staple Wizard
BCS7152	Helix Daylight Desk Lamp, White
BCS716	Telephone Arm
BCS761	The Pencil Grip, Pack of 3
BCS7610	The Original PenAgain, Ergo Sof Grip
BCS76101	PenAgain Refills
BCS788	Soft Writing Grips, Pk of 3
BCS7942	LCD Magnifier, 17"
BCS7943	LCD Magnifier, 15"
BCS79430	LCD Screen Magnifier, 19"





Wrist Rests & Forearm Supports

Product Code	Product Description
<b>Wrist Rests</b>	
BCS6022	Keyboard Ryser
BCS603	Superglide Keyboard Wrist Support
BCS6031	Superglide Mouse Wrist Rest
BCS6032	W.A.S.P Wrist and Forearm Support, Pair
BCS682591	Goldtouch Wrist Rests
BCS6826	Puk Wrist Support
BCS68260	Trapezium Ergo Wrist Rest, Standard
BCS68261	Trapezium Ergo Wrist Rest, Compact
BCS682610	The Egg Ergo Mouse Pad
BCS701	3M Gel Keyboard and Mouse Wrist Rest
BCS7015	Fellowes Crystal Gel Wrist Support, Keyboard
BCS7017	Height Adjustable Gel Wrist Rest, Keyboard
BCS70171	Height Adjustable Gel Wrist Rest, Mouse
BCS7018	Fellowes Health-V Keyboard Wrist Rest
BCS7019	Fellowes Health-V Mousepad Wrist Support
<b>Forearm Supports</b>	
BCS2088530	Memory Foam Arm Pads, Standard (Pair)
BCS2088531	Memory Foam Arm Pads, Small (Pair)
BCS793	Ergorest Standard Jaw
BCS7931	Ergorest Large Jaw
BCS79310	Ergorest with Mouse Pad, Std Jaw
BCS79311	Ergorest with Mouse Pad, Large Jaw
BCS79312	Ergorest Large Jaw with Extension
BCS79313	Ergorest with Mouse Pad & Longer Armrest Pad
BCS7932	Ergorest Large Jaw with Longer Armrest Pad
BCS7932-STD	Ergorest Std Jaw with Longer Armrest Pad
BCS7938	Keyboard Forearm Support
BCS7939	Mouse Forearm Support
BCS7949	Desk Extension for Keyboard and Mouse



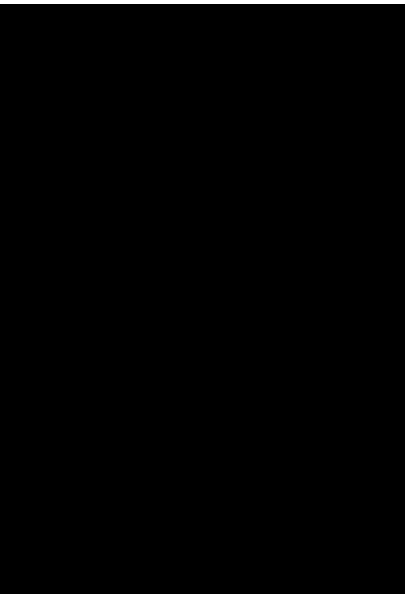
Headsets

Code	Product Description
BCS7351	CS540A Wireless Headset
BCS7352	CS540A Wireless Headset & HL10 Lifter
BCS7353	CS530 Wireless Headset
BCS7354	CS520A Wireless Headset, Binaural
BCS7355	CS510A Wireless Headset, Monaural
BCS73561	HL10 Lifter
BCS73582	Bluetooth Voyager Pro UC Bluetooth Headset
BCS73583	Plantronics M70/R
BCS73633	SupraPlus Binaural Headset hw261/a
BCS73650	Plantronics HW510V Headset
BCS736501	Plantronics HW510N Noise Cancelling Headset
BCS73651	Plantronics Encorepro HW510 Headset
BCS737	Hic 1 Cable
BCS7370	Plantronics A10-11 Cable
BCS73703	M22 Amplifier
BCS73710	Plantronics U10 Cable
BCS73711	U10P Polaris Bottom Cable
BCS7382	BT Converse 2300 Telephone



Assistive Technology

Code	Product Description
BCS668996	Dragon Naturally Speaking v15 Professional (Link Only - No Headset)
BCS668996-H	Dragon Naturally Speaking v15 Professional (Boxed Version - inc Heads
BCS668995	Inspiration Software
BCS99329	ClaroRead Software Standard
BCS99326	ClaroRead Software Plus
BCS99327	ClaroRead Software Pro
BCS993261	Iris Notes Air 3
BCS6689973	TextHelp Read & Write Single User (1 Year)
BCS6689974	TextHelp Read & Write ATW Edition (3 Years)
BCS6689982	SuperNova Magnifier
BCS6689993	Zoomtext Magnifier 2019
BCS66899892	ZoomText Magnifier Reader 2019
BCS70930	Olympus DM770 Dictation Machine (Replaces DM-650)
BCS7815	RSIGuard Stretch Software
BCS9916	Optelec Compact Handheld Magnifier

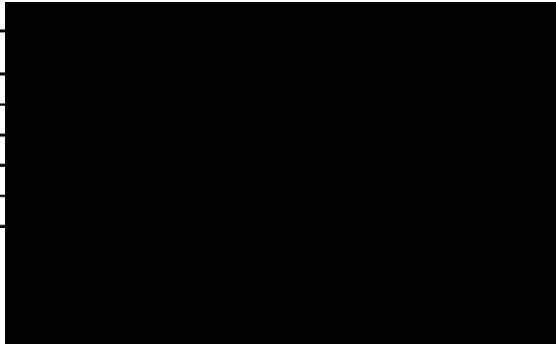


Footrests & Leg Rests

Code	Product Description
BCS178	Hag Quickstep Footrest
BCS3749	Back App 360 Balance Board
BCS6852	952 High Footrest
BCS6852-PRO	952 PRO High Footrest
BCS68521	959 High Footrest
BCS6853	Discus 150 Adjustable Footrest
BCS6854	Discus 250 Adjustable Footrest
BCS702	3-C Comfort Footrest
BCS7021	3-C Footmate Footrest
BCS7022	Relax Footrest
BCS7023	Trittboy Footrest
BCS7024	Fellowes Foot Rocker
BCS70245	Fellowes Heavy Duty Footrest
BCS7025	SoleSaver Footrest
BCS70251	SoleMate Plus Footrest
BCS70252	SoleMate Footrest
BCS7026	Deluxe Height Adjustable Footrest
BCS7027	Rocking Adjustable Footrest
BCS726	BMA Footform Footrest, Dual
BCS7261	BMA Footform Footrest, Standard Low
BCS9985	Steppie Balance Board
BCS207-SG	Leg Rest, Single Width
BCS207-DB	Leg Rest, Double Width
BCS2071-SG	Leg Rest, Articulated Single Width
BCS2071-DB	Leg Rest, Articulated Double Width
BCS2072-DB	Leg Rest, Articulated Double Width, Split
BCS3289	Grahl Free Standing Leg Rest
BCS756	Cardiff Adjustable Leg Rest, Rubber Feet
BCS7561	Cardiff Adjustable Leg Rest, Braked Castors
BCS7622	Foldable Leg Rest
BCS7624	Adjustable Padded Leg Rest

Laptop Bags

Code	Product Description
BCS66891	Lightweight Roller Case
BCS66892	Rolling Notebook Backpack
BCS66893	XL Rolling Laptop Case
BCS66895	Rolling Laptop Case
BCS66896	Smart Design Laptop Backpack



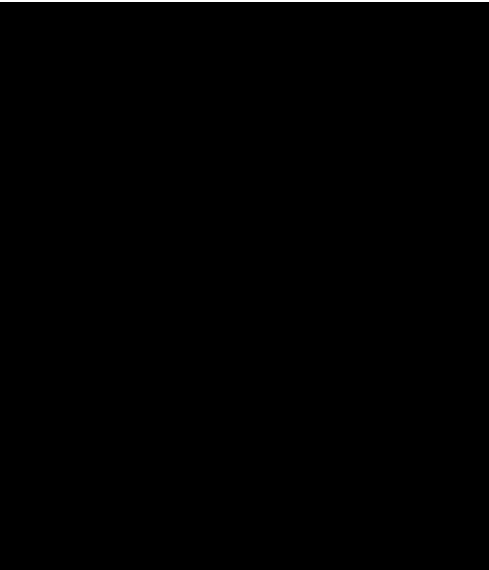
Back Supports

Code	Product Description
BCS208830	Portable Inflatable Lumbar Support, Standard
BCS2088301	Portable Inflatable Lumbar Support, Small
BCS7175	Fellowes Mesh Back Support
BCS801	Tempur Lumbar Support
BCS8011	Tempur Transit Lumbar Support
BCS821	Obusforme Low Back Support
BCS8211	Obusforme High Back Support
BCS8261	Therapeutica Back & Neck Support, Tall
BCS8262	Therapeutica Back & Neck Support, Average
BCS8263	Therapeutica Back & Neck Support, Petite
BCS8264	Therapeutica Back Support, Tall
BCS8265	Therapeutica Back Support, Average
BCS8266	Therapeutica Back Support, Petite
BCS833	Massage Back Support
BCS853	Portable Lumbar Support
BCS2088350	Winged Support
BCS2088351	Winged Support, Memory Foam
BCS8535	Original Back Support
BCS8536	Memory Foam Original Back Support
BCS2088354	4" D Roll
BCS2088355	5" D Roll
BCS2088357	4" Circular Roll
BCS2088358	5" Circular Roll
BCS2088359	Memory Foam 5" D Roll Lumbar Roll
BCS901	Backfriend, Single Padded
BCS9011	Backfriend, Double Padded
BCS902	Backfriend Carrycase
BCS992104	DorsaBack Support
BCS992105-B	DorsaBack Pad - Black
BCS992107	DorsaBack Car Support



Seat Supports

Code	Product Description
BCS76234	Turntable Swivel Seat
BCS76236	Revolving Seat
BCS802	Tempur Seat Cushion
BCS8021	Tempur Seat Wedge
BCS822	Obusforme Seat Support
BCS208851	11 Degree Wedge
BCS2088511	11 Degree Coccyx Wedge
BCS2088512	Slimline Wedge
BCS2088513	Slimline Coccyx Wedge
BCS2088515	Memory Foam Wedge
BCS2088516	Memory Foam Coccyx Wedge
BCS2088526	Memory Foam Cushion
BCS9921	Sit Ring Cushion

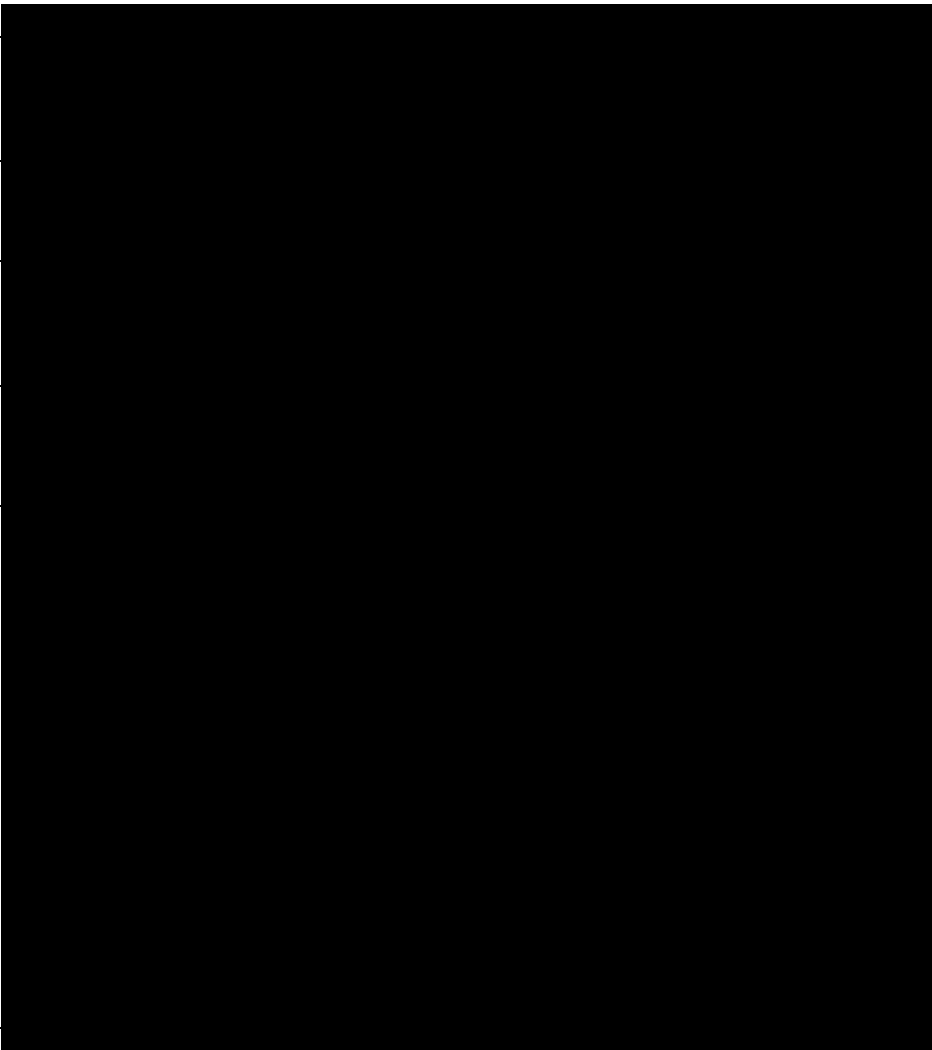


Item no	Product
1.	Short, light-touch keyboard (Compact Number Slide keyboard, wired)
2.	Bakker Elkhuizen light-touch mini keyboard (S-Board 840)
3.	Vertical ergonomic mouse (Evoluent 3, wired, medium)
4.	Vertical ambidextrous mouse (Penguin mouse, wired, medium)
5.	Roller-bar mouse (Contour Free3 roller bar mouse, wired/Ritebar roller-bar mouse, wired)
6.	Central Document/writing slope (Q-Doc 415 / MultiRite)
7.	Enhanced height adjustable footrest (Score 952 adjustable footrest)
8.	Ergonomic pen (PenAgain ergo pen)
9.	Pen grips (Promedics pack of 3 soft pen grips)
10.	Portable inflatable lumbar support cushion to affix to existing chair, soft support (Inflatable lumbar support)
11.	Gradient seat cushion (Posturite Slim-Line Wedge)



12.	Coccyx cut-out seat cushion (Posurite Coccyx Cut-out Wedge)
13.	Clip-on armrest supports (Ergorest 330)
14.	Maternity support belt in medium, Large and extra large
15.	Monitor screen overlays (19" coloured overlays in blue, pink, green and yellow)
16.	Monitor screen filters (27" widescreen)
17.	Positiv U600 higher specification chair with head/neck rest
18.	Positiv U600 higher specification chair without head/neck rest, to include arm rests
19.	Positiv Plus higher specification chair with head/neck rest
20.	Positiv Plus higher specification chair without head/neck rest, to include arm rests
21.	RH logic 300 or RH Logic 400 with head/neck rest
22.	RH logic 300 or RH Logic 400 without head/neck rest, to include arm rests
23.	Manual Sit-Stand desk platform (Varidesk Pro Plus 30 & 36 / corner cube Varidesk)
24.	Extra- large/tall support chair (Body Bilt 2500/3500 Big and Tall chair, maximum weight 228kg), to include arm rests

25.	Small support chair (Positiv R600 with small seat), to include arm rests
26.	Adjustable saddle seat with backrest
27.	Electric height adjustable Sit-Stand desk (120cm x 80cm / 140cm x 80cm)
28.	Anti-fatigue mat (DeskRite Anti-Fatigue Mat)
29.	<p>The bespoke chairs (made to measure) which CQC occasionally require are</p> <p>Customised using the Adapt 600 range or Adapt 700 bariatric range, to include arm rests</p>



**IN WITNESS of which this Contract has been duly executed by the Parties the day and year first before written**

**SIGNED** for and on behalf of **CARE QUALITY COMMISSION**

Authorised Signatory:

**SIGNED** for and on behalf of **Back Care Solutions Ltd**

Authorised Signatory 1:

Authorised Signatory 2: