

## SHORT FORM CONTRACT FOR THE SUPPLY OF GOODS AND/OR SERVICES

### I. Cover Letter

Climate Policy Initiative  
Fifth Floor Jamestown Wharf,  
32 Jamestown Road,  
London ,  
NW1 7BY  
United Kingdom

Attn: REDACTED

Date: **28/02/2023**  
Our ref: PRJ\_1452

Dear ***Climate Policy Initiative***

Following your tender/proposal for the supply ***of Tracking the alignment of UK-International financial flows*** to Department of Business Energy & Industrial Strategy ("BEIS"<sup>1</sup>) and its subsequent successor department(s), we are pleased confirm our intention to award this Contract to you.

The attached Order Form, contract Conditions and the ***Annexes*** set out the terms of the Contract between ***BEIS*** and Climate Policy Initiative for the provision of the Deliverables set out in the Order Form.

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful Delivery of the Deliverables. Please confirm your acceptance of this Contract by signing and returning the Order Form through the Jaggaer e-tendering system within **7** days from the date of the Order Form. No other form of acknowledgement will be accepted. Please remember to include the reference number(s) above in any future communications relating to this Contract.

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

Yours faithfully,  
REDACTED  
International net Zero – Commercial Lead

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<sup>1</sup> To note. The tender is being issued under Department of Business Energy and Industrial Strategy (BEIS). However the department is transitioning to three new departments as detailed here: <https://www.gov.uk/government/news/making-government-deliver-for-the-british-people> At the point of Contract signature it is expected that the new department will be confirmed and as such the Authority reserves the right to amend the name of the Contracting Authority prior to signature, if it is confirmed. If it is not confirmed at this point, BEIS will remain the contracting Authority.

## II. Order Form

1. Contract Reference	Prj_1452	
2. Buyer	Department for Business, Energy & Industrial Strategy ("BEIS"), 1 Victoria Street, London	
3. Supplier	Climate Policy Initiative, Fifth Floor Jamestown Wharf, 32 Jamestown Road London, NW1 7BY (Registration number: FC032392)	
4. The Contract	<p>This Contract between the Buyer and the Supplier is for the supply of Deliverables.</p> <p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions ("<b>Conditions</b>") and <b>Annexes</b>.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p>	
5. Deliverables	Goods	None
	Services	<p>Description: as set out in Annex 2 – <b>Specification</b> and in the Supplier's tender as set out in</p> <p>Annex 4 – <b>Supplier Tender</b></p> <p>Date(s) of Delivery: <i>Contract Signature until 31<sup>st</sup> May 2023, unless extended.</i></p>
6. Specification	<p>The specification of the Deliverables is as set out in Annex 2 – <b>Specification</b> and in the Supplier's tender as set out in</p> <p>Annex 4 – <b>Supplier Tender</b></p>	
7. Start Date	2 <sup>nd</sup> March 2023	
8. Expiry Date	31 <sup>st</sup> May 2023	
9. Extension Period	The Buyer may extend the Contract for a period of up to 3 Months by giving not less than 10 Working Days' notice in	

	writing to the Supplier prior to the Expiry Date. The Conditions of the Contract shall apply throughout any such extended period.
<b>10. Optional Intellectual Property Rights ("IPR") Clauses</b>	N/A
<b>11. Charges</b>	The Charges for the Deliverables shall be as set out in  <b>Annex 3 – Charges.</b>
<b>12. Payment</b>	<p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.</p> <p>All invoices must be sent, quoting a valid Purchase Order Number (PO Number), to: The BEIS project manager.</p> <p>Within <b>10</b> Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment please contact the BEIS project manager</p>
<b>13. Data Protection Liability Cap</b>	In accordance with clause 12.5 of the Conditions, the Supplier's total aggregate liability under clause 14.7(e) of the Conditions is no more than the Data Protection Liability Cap, being <b>£500,000</b>
<b>14. Progress Meetings and Progress Reports</b>	See Annex 2 - Specification
<b>15. Buyer Authorised Representative(s)</b>	<p>For general liaison your contact will continue to be</p> <p>REDACTED</p> <p>or, in their absence,</p> <p>REDACTED</p>

<b>16. Supplier Authorised Representative(s)</b>	For general liaison your contact will continue to be  REDACTED  or, in their absence,  REDACTED								
<b>17. Address notices for</b>	<table> <tr> <td><b>Buyer:</b></td><td><b>Supplier:</b></td></tr> <tr> <td>BEIS, 1 Victoria Street, London SW1H 0NE</td><td>Climate Policy Initiative Fifth Floor Jamestown Wharf, 32 Jamestown Road, London , NW1 7BY United Kingdom</td></tr> <tr> <td>Attention: REDACTED</td><td>Attention: REDACTED</td></tr> <tr> <td>Email: REDACTED</td><td>Email REDACTED</td></tr> </table>	<b>Buyer:</b>	<b>Supplier:</b>	BEIS, 1 Victoria Street, London SW1H 0NE	Climate Policy Initiative Fifth Floor Jamestown Wharf, 32 Jamestown Road, London , NW1 7BY United Kingdom	Attention: REDACTED	Attention: REDACTED	Email: REDACTED	Email REDACTED
<b>Buyer:</b>	<b>Supplier:</b>								
BEIS, 1 Victoria Street, London SW1H 0NE	Climate Policy Initiative Fifth Floor Jamestown Wharf, 32 Jamestown Road, London , NW1 7BY United Kingdom								
Attention: REDACTED	Attention: REDACTED								
Email: REDACTED	Email REDACTED								
<b>18. Key Staff</b>	See Annex 4 – Supplier Tender. All named individuals will be considered Key Staff.								
<b>19. Procedures and Policies</b>	For the purposes of the Contract the Department's commercial policies are here: <a href="https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy/about/procurement">https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy/about/procurement</a>								
<b>20. Special Terms</b>	<p><b><u>Modern Slavery:</u></b> <i>A new clause is inserted into clause 13 of the Conditions (Obeying the law):</i></p> <p><i>The Supplier shall comply with any request by the Buyer to complete the Modern Slavery Assessment Tool, which can be found online at: <a href="https://supplierregistration.cabinetoffice.gov.uk/msat">https://supplierregistration.cabinetoffice.gov.uk/msat</a>, within sixty (60) days of such request.</i></p>								
<b>21. Incorporated /terms</b>	<p>The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies:</p> <ul style="list-style-type: none"> <li>a) The cover letter from the Buyer to the Supplier dated 28/02/23</li> <li>b) This Order Form</li> <li>c) Any Special Terms (see <b>row 20 (Special Terms)</b> in this Order Form)</li> <li>d) The following Annexes in equal order of precedence:</li> </ul>								

	<ul style="list-style-type: none"> <li>i. Annex 1 – Processing Personal Data</li> <li><b>ii.</b> Annex 2 – Specification</li> <li>iii. Annex 3 – Charges</li> <li>iv.</li> <li>v. Annex 4 – <b>Supplier Tender</b> unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer, in its absolute discretion), in which case that part of the Tender will take precedence over the documents above.</li> </ul>
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***This Order Form will be signed digitally by both parties using the Authority's e-tendering platform. Signature pages will be attached to this Contract.***

### III. Annex 1 – Processing Personal Data

<b>Contract:</b>	Tracking the alignment of UK-International financial flows
<b>Date:</b>	28/02/23
<b>Description Of Authorised Processing</b>	<b>See below</b>
<b>Description</b>	<b>See below</b>
Subject matter of the processing	<p>The processing is needed in order to ensure that the Contractor can effectively deliver the contract to provide this service.</p> <p>The processing of names and business contact details of staff of both the Authority and the Contractor will be necessary to deliver the services exchanged during the course of the Contract, and to undertake contract and performance management.</p> <p>The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.</p>
Duration of the processing	Processing will take place from Contract Commencement for the duration of the Contract plus a 7 year retention period. The Contract will end as per the date detailed in the Order Form but may be extended for up to one month.
Nature and purposes of the processing	The nature of processing will include the storage and use of names and business contact details of staff of both the Authority and the Contractor as necessary to deliver the services and to undertake contract and performance management. The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.
Type of Personal Data	Names, business telephone numbers and email addresses, office location and position of staff of both the Authority and the Contractor as necessary to deliver the services and to undertake contract and performance management. The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.
Categories of Data Subject	Staff of the Authority and the Contractor, including where those employees are named within the Contract itself or involved within contract management.

<p>Plan for return and destruction of the data once the processing is complete</p> <p>UNLESS requirement under European Union or European member state law to preserve that type of data</p>	<p>The Contractor will provide the Authority with a complete and uncorrupted version of the Personal Data in electronic form (or such other format as reasonably required by the Authority) and erase from any computers, storage devices and storage media that are to be retained by the Contractor after the expiry of the Contract. The Contractor will certify to the Authority that it has completed such deletion.</p> <p>Where Personal Data is contained within the Contract documentation, this will be retained in line with the Department's privacy notice found within the Invitation to Tender.</p>
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## **IV. Annex 2 – Specification**

### **1. INTRODUCTION**

The UK, alongside 194 other parties of the Paris Agreement, has agreed under Article 2.1C to make ‘finance flows consistent with a pathway towards low carbon greenhouse gas emissions and development’<sup>2</sup>. However, this commitment remains largely undefined and under-leveraged as a mechanism to accelerate a net zero transition pathway for the global financial sector.

A key barrier is the lack of international capability and financial architecture to track financial flows and their alignment with net zero. Resolving this is crucial to operationalising Article 2.1c and addressing a range of other issues such as:

- measuring progress towards meeting known investment needs,
- analysing current economic and emission trajectories,
- managing climate-related financial risk,
- combating greenwashing, and
- informing the design of green finance policy and sectoral strategies.

There are a range of initiatives that have considered UK Government’s ability to monitor the alignment of international financial flows in general, although in limited granularity. By contrast, there is much more limited assessment of international climate finance flows stemming from or being managed specifically in the UK sector. Without this, it is challenging to optimise policy design for the UK’s approach to financial flow tracking- reducing our ability to tailor our interventions to assess and manage the scale, quality, and alignment of climate finance flows from the UK to overseas.

The adoption of green taxonomies and related mandatory disclosure frameworks can help address these barriers and allow governments and financial institutions to make progress in assessing global financial flows, but data supply and quality challenges are complex and require resolving cross-border reporting issues. Despite the value case, there remains an international leadership gap on in these areas, which also have pertinence to the effectiveness of UK policy in shifting international climate finance flows. As a global leader on green finance and with an internationally connected global financial centre, the UK is well placed to drive

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<sup>2</sup> [https://unfccc.int/files/meetings/paris\\_nov\\_2015/application/pdf/paris\\_agreement\\_english\\_.pdf](https://unfccc.int/files/meetings/paris_nov_2015/application/pdf/paris_agreement_english_.pdf)



international action around tackle the absence of capability on financial flow tracking and ensure interoperability in approaches to remove barriers between jurisdictions.

Given the global nature of the City of London, and the commitment to deliver a Net Zero Aligned Financial Centre within the [2023 Green Finance Strategy Review](#), the Authority is tendering a research project to understand the scale, quality and alignment of UK associated financial flows to overseas, with a focus on emerging markets and developing economies. Furthermore, it will present potential policy responses to improve tracking of UK- international climate financial flows with regards to scale, quality and alignment.

This information is needed to help the UK better understand the landscape of options, and data barriers/data and capacity gaps, in order to effectively and credibly assess our contribution to international climate finance and the alignment of our financial sector as a whole. Commissioning this project will shed light on these factors and will be important to inform forward steps for the Authority in implementing the 2023 Green Finance Strategy, and informing future policy development.

This research project will benefit the Authority and His Majesty's Government (HMG) by increasing the evidence base on international financial flow tracking, and barriers to reporting, which will help to structure future HMG analysis and policy proposals.

## **2. REQUIREMENTS**

The primary objective of this research is to strengthen the Authority's understanding of the scale, quality and alignment of UK associated financial flows to overseas, with a focus on emerging markets and developing economies. Furthermore, it will present potential policy responses to improve tracking of UK- international climate financial flows with regards to scale, quality and alignment.

This project will involve desk-based work and must deliver:

1. An analysis of the alignment of UK international finance flows with climate goals, and the overall scale of climate finance flows from or through the UK.
2. Identifying barriers to collecting and consequent data gaps regarding the above factors.
3. Public policy options for tackling data gaps, with a particular focus on Emerging Markets and Developing Economies (EMDE) reporting challenges, and for improving the integrity of alignment indicators.

Due to scope of Green Finance Strategy, and the timing of project- barriers, international green finance flows from jurisdictions other than the UK will not be assessed. The scope of the project is therefore assessment of outward financial flows from the UK, and into the UK.

The report will therefore provide a summary of the following:

1. Depth and utility of existing information sources documenting UK-associated financial flows towards international climate and nature investments, with a focus on emerging markets and developing countries.
2. Effectiveness of existing indicators to assess the alignment of financial flows with climate and nature goals.

Additional themes may be explored if deemed fit by the Authority and the Contractor. This would be agreed during a project inception meeting.

Recommendations should be focused in terms of the UK, to complement analysis in development by another research project exploring the alignment of domestic financial flows with the UK's net zero pathway.

Sufficient financial flow and market barrier analysis expertise is expected from the contractor. This can be supplemented by consultation with market participants either via the Contractor or facilitated by Authority officials where appropriate. We expect the majority of project time to be desk-based modelling and research.

### **3. OUTPUTS**

In line with (11. Budget), the output timeline will be staggered, with the first draft of the report expected by 31<sup>st</sup> March 2023, and the final output expected by 31<sup>st</sup> May 2023, by contract end date.

The final output is expected to form two documents, one being the full report in Word format of no more than 50 pages with appropriate supporting annexes and analysis (spreadsheets etc) not included in this page limit, the second being a summary PowerPoint presentation, as detailed below. The report should also include contextual information (background and conditions of the methodology etc). The report's findings must be clearly data and evidence driven.

The report should be accompanied by summary slides which encapsulate the key messages of the analysis to be understood by non-experts. The Contractor will be required to present this to senior civil servants within HMG at the end of the project.

Underlying data on all figures should be appropriately referenced and provided where possible considering the various intellectual property and license implications in spreadsheets supplied alongside the report to be used subsequently for additional analysis internally if required.

The project is intended to be collaborative and flexible. As such, the specific scope will be decided in the early stages of the project to react to current market conditions and evidence requirements. Officials will work with the Contractor to ensure that the project remains appropriate and prevent scope-creep.

The final report should aim to be within 50 pages and include an executive summary. Annexes with additional information and data to be made available to the Authority were appropriate, with the potential to be used for further internal analysis by the Authority.

#### **4. OWNERSHIP AND USE OF THE OUTPUTS**

Bidders and the Contractor should refer to the Intellectual Property clauses in the contract terms and conditions.

The Authority will be authorised to utilise the report and accompanying analysis to reproduce products and information in internal documents (including those shared with other Government Departments). The Authority may publish all or parts of the final document, but will ensure that they are appropriately credited to the authors.

#### **5. WORKING ARRANGEMENTS**

Contact between the Authority and the Contractor will consist of, at a minimum:

- A fortnightly progress call with the project team,
- An initial workshop style meeting (project inception meeting) to discuss the scope and build appropriate scenarios,
- Provision of a draft structure of both deliverables, including indicative headings for the Authority to review and provide feedback on by a date(s) to be agreed between the Contractor and Authority.
- Presentation of a draft output, for feedback from HMG working level stakeholders 1-2 weeks before the project end to receive and incorporate feedback.
- A meeting to discuss reporting and sign-off on project outputs.
- A presentation to seniors and stakeholders across HMG to field questions on the project's conclusions

As the policy area and market conditions are constantly evolving, close contact between the Contractor and Authority project manager is anticipated, to be maintained across the project with additional meetings to take place on ad-hoc basis according to the needs of officials.

The Contractor will be expected to identify one named point of contact through whom all communications and project management can be filtered.

It is expected that queries throughout the project are dealt with promptly. An Authority project manager will be assigned to the project and will be the central point of contact.

## **6. SKILLS AND EXPERIENCE**

The Contractor should have the experience and capabilities to undertake the project.

The Contractor should propose named members of the project team and identify the tasks and responsibilities of each team member. This should be clearly linked to the work programme, indicating the grade/ seniority of staff and number of days allocated to specific tasks. Contingency requirements in the event of staff absences should also be identified.

Contractors should identify the individual(s) who will be responsible for managing the project.

## **7. QUALITY MANAGEMENT**

The Contractor should have measures in place to ensure that the deliverables produced are of a high quality and free from error.

## **8. SOCIAL VALUE**

The Contractor should have its own corporate policies in place which address areas of social value such as equality, diversity and inclusivity of its staff as well as sustainability.

## **9. SUB-CONTRACTORS**

The Contractor must have measures in place to manage any sub-contractors and ensure that their selection is conducted in an open and transparent manner.

## **10. TIMELINE**

The first draft of the report must be completed by 31<sup>st</sup> March 2023, with an additional 2 month period to finalise the report by 31<sup>st</sup> May 2023.

In the event that Tenderers are unable to deliver the report before 31<sup>st</sup> March they should detail clearly in their Technical Proposal what could be done before 31<sup>st</sup> March 2023 and provide a breakdown in their budget of the associated costs.

The Authority reserves the right to reject proposals that are unable to meet the delivery timeline.

## **11. BUDGET**

The available budget for this work is £90,000 exclusive of VAT.

In terms of budget split between financial years, the Authority has a strong preference to a front loading of budget within FY22/23. This would cover activities delivered up to and including 31 March 2023. Up to £30,000 of the budget is available for activities delivered in FY23/24 (post 31 March 2023). The first draft should be completed by 31<sup>st</sup> March 2023, for finalisation and revision of analysis and updates with latest available data by 31<sup>st</sup> May 2023

The Authority reserves the right to not award the Contract to the highest scoring Tenderer if it's submitted proposal exceeds this value. In such instances, the Authority may consider rejecting this top ranked Tender submission and awarding the Contract to a lower ranked tender which is within this budget range.

## **12. PAYMENT**

The Authority's policy is not to pay for services "up front" and all payments will be made in arrears following acceptance of deliverables by the Authority. Given the short duration of this work, invoices will be submitted and paid following completion and acceptance of the report.

The pricing basis for the contract will be a fixed price to deliver the work based on the budget of the successful Tenderer.

the Authority aims to pay all correctly and undisputed submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest in line with standard terms and conditions of contract. We expect that this will be replicated in any sub-contractor arrangements and the Authority may request evidence that this is the case.

## **13. PERFORMANCE**

The Authority will manage the contract and have ad hoc performance discussions with the Contractor. Where the quality of deliverables are failing to meet the Authority's expectations identified in both these requirements and the Contractor's tender submission, the Authority will work with the Contractor to identify measures to remedy these performance issues.

## **14. DUE DILIGENCE**

The Authority reserves the right to perform additional due diligence on any Tenderer being considered for a contract before that contract is awarded.

## **15. DATA PROTECTION**

The Contractor will be compliant with the Data Protection Legislation, as defined in the terms and conditions applying to this Invitation to Tender. A guide to The General Data Protection Regulation published by the Information Commissioner's Office can be found [here](#).

The only processing that the Contractor is authorised to do is listed in the Terms and Conditions by the Authority and may not be determined by the Contractor.



**V. Annex 3 – Charges**

## Annex B: Pricing Schedule

*Instruction: Please complete this annex and include it as a separate attachment to your submission.*

*Please complete multiple versions of this if your submission includes variations or options.*

*An editable version of this document is located on the Jaggaer portal with the filename “prj\_1452 – itt\_734 Annex B- Pricing”.*

### Pricing schedule for FY22/23 (up to 31<sup>st</sup> March 2023)

#### **Part A – Staff/project team charges (FY22/23)**

Set up Costs – please specify	
Expenses	

<b><u>*Grade/level of staff</u></b>	<b><u>Daily rate (ex VAT)</u></b>	<b><u>No. days offered over course of contract</u></b>	<b><u>Tasks to be undertaken on this project</u></b>	<b><u>Total price offered per staff member</u></b>
Director	REDACTED	REDACTED	Technical guidance to work	REDACTED
Senior Manager	REDACTED	REDACTED	Project management, technical guidance and report writing	REDACTED
Manager II	REDACTED	REDACTED	Analysis of data, data gaps and policy options	REDACTED
Manager I	REDACTED	REDACTED	Analysis of data, data gaps and policy options	REDACTED
Senior Analyst	REDACTED	REDACTED	Analysis of data, data gaps and policy options	REDACTED
Data Analyst	REDACTED	REDACTED	Leading data analysis	REDACTED
Analyst	REDACTED	REDACTED	Supporting data analysis	REDACTED
Analyst	REDACTED	REDACTED	Supporting data	REDACTED



			analysis	
Communications Manager	REDACTED	REDACTED	Report review and editing	REDACTED
Senior Communications Associate, Data Visualization	REDACTED	REDACTED	ata visualization	REDACTED
Manager, Program & Operations	REDACTED	REDACTED	Supporting project related operations	<b>REDACTED</b>
Senior Operations Associate	REDACTED	REDACTED	Supporting project related operations	<b>REDACTED</b>
<b>Sub-total</b>				<b>£ 55,000</b>

[\*Suppliers should also include sub-contractors]

**Part B – Non-staff/project team charges (FY22/23)**

<u>Item</u>	<u>No. of items</u>	<u>Price per item (ex VAT)</u>	<u>Total price per offered</u>
Datasets purchase	1	REDACTED	REDACTED
		£	£
		£	£
		£	£
		£	£
<b>Sub-total</b>			<b>£ 5,000</b>

**Part C – Sub-contractor charges (FY22/23)**

<u>Item</u>	<u>No. of items</u>	<u>Price per item (ex VAT)</u>	<u>Total price per offered</u>
		£	£
		£	£
		£	£
		£	£
		£	£
<b>Sub-total</b>			<b>£</b>

**Part D – Full price offered (FY22/23)**

<b>Sub-total (Part A + Part B + Part C)</b>	<b>£ 60,000</b>
<b>VAT</b>	<b>£ 12,000</b>
<b>TOTAL (Sub-total + VAT)</b>	<b>£ 72,000</b>

## Pricing schedule for FY23/24 (after 31<sup>st</sup> March 2023)

### Part A – Staff/project team charges (FY23/24)

Set up Costs – please specify	
Expenses	

<u>*Grade/level of staff</u>	<u>Daily rate (ex VAT)</u>	<u>No. days offered over course of contract</u>	<u>Tasks to be undertaken on this project</u>	<u>Total price offered per staff member</u>
Director	REDACTED	REDACTED	Technical guidance to work	REDACTED
Senior Manager	REDACTED	REDACTED	Project management, technical guidance and report writing	REDACTED
Manager II	REDACTED	REDACTED	Analysis of data, data gaps and policy options	REDACTED
Manager I	REDACTED	REDACTED	Analysis of data, data gaps and policy options	REDACTED
Senior Analyst	REDACTED	REDACTED	Analysis of data, data gaps and policy options	REDACTED
Data Analyst	REDACTED	REDACTED	Leading data analysis	REDACTED
Analyst	REDACTED	REDACTED	Supporting data analysis	REDACTED
Analyst	REDACTED	REDACTED	Supporting data analysis	REDACTED
Communications Manager	REDACTED	REDACTED	Report review and editing	REDACTED
Senior Communications Associate, Data Visualization	REDACTED	REDACTED	ata visualization	REDACTED
Manager, Program & Operations	REDACTED	REDACTED	Supporting project related operations	REDACTED
Senior Operations Associate	REDACTED	REDACTED	Supporting project related operations	REDACTED
<b>Sub-total</b>				<b>£29,868</b>

[\*Suppliers should also include sub-contractors]

**Part B – Non-staff/project team charges (FY23/24)**

<u>Item</u>	<u>No. of items</u>	<u>Price per item (ex VAT)</u>	<u>Total price per offered</u>
		£	£
		£	£
		£	£
		£	£
		£	£
<b>Sub-total</b>			<b>£</b>

**Part C – Sub-contractor charges (FY23/24)**

<u>Item</u>	<u>No. of items</u>	<u>Price per item (ex VAT)</u>	<u>Total price per offered</u>
		£	£
		£	£
		£	£
		£	£
		£	£
<b>Sub-total</b>			<b>£</b>

**Part D – Full price offered (FY23/24)**

<b>Sub-total (Part A + Part B + Part C)</b>	<b>£29,868</b>
<b>VAT</b>	<b>£5,974</b>
<b>TOTAL (Sub-total + VAT)</b>	<b>£35,842</b>

**Invoicing****Invoicing Schedule**

<b>Activity</b>	<b>Date of Invoice</b>	<b>Price (£)</b>	<b>VAT</b>
Completion of draft report on 31 <sup>st</sup> March (FY22/23)	31/5/2023	£ 60,000	£ 12,000
Completion and acceptance of the report on 31 <sup>st</sup> May (FY23/24)	31/5/2023	£ 29,868	£ 5,974
<b>Total</b>		<b>£ 89,868</b>	<b>£ 17,974</b>

## **VI. Annex 4 – Supplier Tender**



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## CPI proposal

# Tracking the alignment of UK- International financial flows

February 2023

Contact

**REDACTED**

[REDACTED](#)



## Question 1: Understanding of requirements, methodology and approach.

### 1. Understanding of requirements

A clear understanding of climate financial flows – specifically international overseas finance - is crucial to operationalising Article 2.1c of the Paris Agreement and to deliver on UK's key climate finance strategies and initiatives including the UK's Green Finance Strategy, but also Energy Security Strategy, Net Zero Strategy, 25 Year Environment Plan and National Adaptation Programme. These initiatives have in common the need to mobilize substantial private investment through the strategic use of public finance and long-term policy frameworks.

To achieve this, it is important to have a baseline of accurate and reliable estimates of current UK financial flows and how well they align with the financial needs and transition priorities of targeted countries, particularly in Emerging Markets and Developing Economies (EMDE).

Key research questions this proposal seeks to answer include:

- What are the UK's international climate finance flows? How do international flows align with climate goals, and the overall scale of climate finance flows from or through the UK?<sup>1</sup>
- What present data sources exist documenting UK-associated financial flows towards international climate investments, with a focus on emerging markets and developing countries? What are the major data gaps and barriers in collecting information?
- What public policy options can be implemented to tackle data gaps, particularly on reporting as well as alignment and integrity of indicators?

### 2. Approach and project plan

The project is structured around three components mirroring the above-mentioned research questions, which due to the extremely tight timeline, will run in parallel. Before the analysis is kicked off, a workshop will be held with BEIS to refine and confirm the analytical approach and timeline. Activities include the following:

- Project inception meeting and draft structure of the deliverables.
- Research component 1: Analysis of flow data
- Research component 2: Overview of available data sources and analysis of main data gaps and barriers
- Research component 3: Overview of public policy options to tackle data gaps in reporting and alignment
- Draft of deliverables (report and slide deck)
- Client engagement

#### a. Project inception meeting and draft structure of deliverables

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<sup>1</sup> "Finance flows from and through the UK" are hereby intended as finance flows that originate from the UK, or investment made by UK registered / headquartered firms in project activities taking place abroad.



A kick-off call in the first week of the project contract will be used to refine the analytical approach and scope of this effort and discuss the timeline of the analytical deliverables and how they feed into the deliverable's draft structure. Sub-activities include:

- CPI to discuss and refine the research approach internally and finalize data sources.
- CPI to facilitate project inception meeting with BEIS. BEIS to support the organization of the meeting.
- CPI to draft structure of deliverables, including sub-sections, related research questions, and analytical approach to discuss during the kick-off.

Output: draft structure of the two deliverables (report and slides).

b. Research component 1: Analysis of flow data.

CPI will examine trends in **international financial flows** particularly focusing on three types of financing data: direct project-level financing, green lending, and green bonds, currently tracked as part of CPI's Net Zero Finance Tracker (NZFT) and updated regularly by respective data providers. We will specifically review and assess data sources covering the UK, to select the most effective ones and with the latest available dataset to be processed and assessed, subject to availability. We expect to rely mainly on the following datasets:

- CPI's Global Landscape of Climate Finance, which tracks investment flows in climate finance, with a level of detail that allows the identification of the type of capital/financial instrument used, and the recipient country.
- BNEF's list of sustainability-themed bonds that have been issued to date. The dataset includes 1) the type of instrument - classified into green, sustainability, and sustainability-linked bonds and 2) the amount of sustainable debt issued (which is converted to USD at the time of the data entry).
- BNEF's list of sustainability-themed loans that have been issued to date. The dataset includes 1) the type of instrument - classified into green and sustainability-linked loans and 2) the amount of sustainable debt issued (which is converted to USD at the time of the data entry).
- CBI's total value of all newly issued labeled green bonds (including certified and non-certified), per year, with the estimated allocation to a range of impact sectors relevant to climate action and other environmental measures.
- UK government, state agencies, local authorities, and devolved governments e.g. BEIS, PWLB (subject to their availability)

Other data sources will be considered where they can help capture additional international investment. These include:

- the Luxembourg Green Exchange for additional Green Bonds data.
- VC/PE investment in climate tech by CTVC
- State street analysis of equity investment in pure play climate companies:

Note that the update of data with the most recent years will require support with the purchase of some of the datasets. While – as described above - we will try to incorporate additional data sources, due to the short timeline of the project, the approach will rely mainly on datasets that have been identified in advance by CPI. The list of adopted sources will be finalized at project inception.



To **understand alignment and contextualize progress**, several indicators will be reviewed and considered – subject to their availability - including investment needs in the countries and sectors of destination, and foreign direct investment figures. Potential data sources include:

- World Bank Data
- Nationally Determined Contributions.
- International Energy Agency - Energy Transition Perspective or, alternatively, World Energy Outlook
- IRENA Remap scenarios
- BNEF New Energy Outlook
- GFANZ Financing Roadmaps
- FDI flows dataset by OECD
- UNEP Adaptation finance gap
- FDI flows dataset by OECD and UNCTAD
- UK's Climate Change Committee (CCC), potentially, although focus mainly on alignment of flows into the UK.

Note that we anticipate potential limitations especially in the identification of science-based pathways at a granular level sufficient to benchmark progress at the country-sectoral level. substitutive approaches will be suggested in this case.

Finally, analysis of UK flows from multiple sources will require the **mapping and standardization of UK private financial entities** covered in the analysis. S&P is used as a dataset for this purpose.

c. Research component 2: Overview of available data sources and analysis of main data gaps and barriers

CPI will provide a comprehensive mapping of the various data sources currently used to track financial flows and their alignment, any data gaps within the data sources (e.g. in terms of coverage), as well as key barriers preventing access to data. The focus will be on assessing the different options available to track finance flows and the depth and utility of existing information sources. The research will also analyze how effective the existing indicators are in assessing the alignment of financial flows with climate goals.

Work will rely on:

- Review and mapping of data sources and literature on financial flows and alignment/integrity to climate goals
- Expertise CPI built over the years on specifically examining data gaps in the tracking of climate finance flows at the global, national, and sectoral levels, will be drawn on to develop understanding of UK international flows

d. Research component 3: Overview of public policy options to tackle data gaps in reporting and alignment

CPI will provide a set of policy options and recommendations to tackle data gaps. Work will rely on:





- Literature review including external publications and internal CPI sources
- Engagement with up to 5 government experts, to be identified with the support of BEIS.
- Engagement with key data providers. Including:
  - o REDACTED

e. Draft of deliverables (report and slide deck) and presentation

As per “Invitation to the Tender” document, the output of this project includes:

- A report of a maximum of 50 pages, structured around the 3 main research components. The report may be shorter given the time constraints.
- A slide deck summarizing the key takeaways from the report

A first draft of the report will be delivered by 31st March 2023 to collect feedback, an updated output will be shared with BEIS 2-3 weeks before project end. Final output will eventually be delivered on 31st May 2023.

CPI will present to seniors and stakeholders across HMG to discuss project conclusions.

f. Ongoing Client engagement and project management

CPI plans to have calls every two weeks with to keep BEIS informed of progress, status of deliverable and overall timeline. The biweekly calls will also be used to sign-off on project outputs.

Due to the tight timeline of the project, weekly calls will be done internally with the project team to ensure deliverable of the work. Web-based project management tools such as Notion will be used to facilitate monitoring of progress.

### 3. Timeline

The following Gantt chart summarizes the timing of each of the abovementioned deliverables. Most activities will need to be carried in March in parallel, which is the main reason why a large team is proposed for the task.

Activities	Sub-activities	March				April				May			
Project inception	Draft research approach internally												
	Project inception meeting												
	Draft structure of the deliverable												
RC1: Flow data analysis	Analysis of CPI Landscape data												
	Analysis of green bonds & lending												
	Review of context benchmarks												
	Alignment with flow data												
	Standardization of UK entities												

[illegible]

### Question 2: Skills and expertise to deliver

### 1. Organizational relevant experience

CPI has a decade of experience on climate finance effectiveness and tracking. Further, for the last two years it has carried out several projects defining and tracking the integrity of financial sector's actions in response to Paris Alignment and Net Zero goals.

**Global Landscape of Climate Finance:** CPI is well known for its tracking climate finance program with its flagship publication, “The Global Landscape of Climate Finance” (or GLCF), providing the most comprehensive global assessment of climate finance flows since 2011.

CPI brings strong expertise on climate finance data through its robust, well-developed methodology widely recognized by high level processes and organizations including the UNFCCC (“Biennial Assessment” and “Overview of Climate Finance Flows”), UNEP and IPCC reports. Assessment of flows includes information on the type of capital provided (equity, concessional debt, grant), investors, and specific low-carbon climate-resilient technologies supported. Currently, 86.7% of all covered transactions include detailed investor-level data.

Over the years have adapted and further developed this global landscape methodology to support countries in understanding their climate finance landscape, develop their national strategies to and implementation NDCs. Its national and regional tracking landscapes includes Germany (2012), Indonesia (2014, 2020), Côte d'Ivoire (2017), India (2021), Brazil (2021), Kenya (2021), South Africa (2021), Africa (2022) and Asia and the Pacific (2022 - forthcoming).

**Net Zero Finance Tracker:** In Summer 2021, CPI released a Beta version of the “NZFT Platform”, tracking commitments, actions and investments from multiple data sources, and initially covering corporates and financial actors in the UK. The data platform shows visualizations for 12 institution types across the three categories of indicators covered (Targets, Integration and Flows), by tracking, scoring and aggregating entity-level responses across 16 underlying indicators. Further, the platform uses 200 different datasets from 36 data providers. We were able to track actions from 1200 private institutions in the UK, representing USD 25tn in AUM.

The project is currently being expanded to cover progress of global GFANZ members. As part of the effort, the dashboard's methodology is being reviewed, visualization strengthened and data coverage expanded and updated.



The work raised the interest of multiple stakeholders, including the City of London Corporation, who would like to cite the work at the next Net Zero Delivery Summit in May 2023.

**Broader Net Zero Integrity work:** CPI is also involved in a series of initiatives related to Net Zero that all directly and indirectly feed into the platform:

- For more than a decade, CPI has been the leading BEIS on tracking efforts of financial institutions in low-carbon investment, known in the sector as the “Global Landscape of Climate Finance.” With work feeding into UNFCCC’s biannual assessment process.
- The “Framework for Sustainable Finance Integrity” provides a universally applicable set of guardrails across the financial system, to articulate necessary action around targets and objectives, implementation, and metrics and transparency.
- CPI supported the COP26 finance team’s efforts to track and contextualize commitments made by private financial firms to address climate change using data scraping methods. Tracked commitments included mitigation targets and investment goals. Work covered at least 301 major financial institutions – among asset owner, asset manager, commercial banks, insurers – representing more than USD 93.3 trillion worth of assets. CPI is currently extending this exercise to also cover public financial institutions’ climate commitments.
- At the end of 2020, CPI produced “Paris Misaligned?” a series of 3 papers developing and implementing science-based methods to determine how financial institutions’ new investment in the power sector, aligns with different temperature pathways. The series for the first time tracked primary investment in high-emissions flows in the power sector. Figures are also based on transaction-level datasets embedding information on the type of capital provided (equity, concessional debt, grant), investors, and specific fossil fuel technologies supported.

**Climate finance leadership:** Our climate finance tracking program ultimately aims to accelerate both the quality and quantity of finance flows towards low carbon and resilient future. CPI would be a strategic partner to BEIS in this project (and future opportunities), leveraging the following qualities:

- **Reputation:** CPI is a leader in tracking sustainable finance and is well-known and respected within the donor government and development finance community for its tracking work. CPI is also well connected with decision makers at national scales through our local CPI offices in India, Indonesia and Brazil as well as at city levels via the CPI led “Cities Climate Finance Leadership Alliance.”
- **Quality:** CPI methodologies are rigorous, unbiased and consistent, widely cited in the literature and capable of providing granular information on where, how and to whom finance is flowing.
- **Comprehensive:** CPI’s project-level data provides the most comprehensive overview of climate finance flows in the world.
- **Collaboration:** CPI is inclusive, bringing the right people together to create impact that is greater than sum of its parts.
- **Innovation:** We spearhead high impact thought leadership through innovative analysis in collaboration with our communications team who ensure clear, engaging prose with thought-provoking visual design.



## 2. Staff roles

The following analysts team has been assembled on account of both expertise requirements, as well as CPI's Diversity Policy. The policy encourages "diversity of experience and perspective to the evaluation of climate and energy policy. We recognize that the challenge of aligning financial flows to Article 2.1c as envisaged in the Paris Agreement will require work across a range of countries, cultures, and sectors, which makes our ability to leverage our teams around the world critical. Our team brings a range of perspectives and approaches to CPI's efforts, enriching the work environment and enhancing our ability to carry out our mission."

REDACTED



Name	Task assigned (days)						
	Project start	Flow data analysis	Data, gaps & barriers	Policy options	Draft of deliverables	Client engagement	TOTAL

REDACTED

### 3. Staff expertise

REDACTED



## VII. Short form Terms ("Conditions")

### 1. Definitions used in the Contract

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

<b>"Affiliates"</b>	in relation to a body corporate, any other entity which directly or indirectly Controls (in either of the senses defined in sections 450 and 1124 of the Corporation Tax Act 2010 and " <b>Controlled</b> " shall be construed accordingly), is Controlled by, or is under direct or indirect common Control of that body corporate from time to time;
<b>"Audit"</b>	<p>the Buyer's right to:</p> <ul style="list-style-type: none"><li>(a) verify the accuracy of the Charges and any other amounts payable by the Buyer under the Contract (including proposed or actual variations to them in accordance with the Contract);</li><li>(b) verify the costs of the Supplier (including the costs of all Subcontractors and any third party suppliers) in connection with the provision of the Deliverables;</li><li>(c) verify the Supplier's and each Subcontractor's compliance with the applicable Law;</li><li>(d) identify or investigate actual or suspected breach of clauses 4 to 35, impropriety or accounting mistakes or any breach or threatened breach of security and in these circumstances the Buyer shall have no obligation to inform the Supplier of the purpose or objective of its investigations;</li><li>(e) identify or investigate any circumstances which may impact upon the financial stability of the Supplier and/or any Subcontractors or their ability to provide the Deliverables;</li><li>(f) obtain such information as is necessary to fulfil the Buyer's obligations to supply information for parliamentary, ministerial, judicial or administrative purposes including the supply of information to the Comptroller and Auditor General;</li><li>(g) review any books of account and the internal contract management accounts kept by the Supplier in connection with the Contract;</li><li>(h) carry out the Buyer's internal and statutory audits and to prepare, examine and/or certify the Buyer's annual and interim reports and accounts;</li><li>(i) enable the National Audit Office to carry out an examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Buyer has used its resources;</li></ul>
<b>"Buyer"</b>	the person named as Buyer in the Order Form. Where the Buyer is a Crown Body the Supplier shall be treated as

	contracting with the Crown as a whole;
<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 Contract and in respect of which the Buyer is liable to the Supplier;
<b>"Central Government Body"</b>	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>	the charges for the Deliverables as specified in the Order Form;
<b>"Claim"</b>	any claim which it appears that the Buyer is, or may become, entitled to indemnification under this Contract;
<b>"Compliance Officer"</b>	the person(s) appointed by the Supplier who is responsible for ensuring that the Supplier complies with its legal obligations;
<b>"Conditions"</b>	means these short form terms and conditions of contract;
<b>"Confidential Information"</b>	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>"Conflict of Interest"</b>	a conflict between the financial or personal duties of the Supplier or the Supplier Staff and the duties owed to the Buyer under the Contract, in the reasonable opinion of the Buyer;
<b>"Contract"</b>	the contract between (i) the Buyer and (ii) the Supplier which is created by the Supplier's counter signing the Order Form and includes the cover letter (if used), Order Form, these Conditions and the Annexes;
<b>"Controller"</b>	has the meaning given to it in the UK GDPR or the EU GDPR as the context requires;
<b>"Crown Body"</b>	the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Government and the National Assembly for Wales), including, but not limited to, government ministers and government departments and particular bodies, persons, commissions or agencies from time to time carrying out functions on its behalf;



<b>"Data Loss Event"</b>	any event that results, or may result, in unauthorised access to Personal Data held by the Processor under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach;
<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>	(a) the UK GDPR, (b) the DPA 2018; (c) all applicable Law about the processing of personal data and privacy and guidance issued by the Information Commissioner and other regulatory authority; and (d) (to the extent that it applies) the EU GDPR (and in the event of conflict, the UK GDPR shall apply);
<b>"Data Protection Liability Cap"</b>	has the meaning given to it in row 13 of the Order Form;
<b>"Data Protection Officer"</b>	has the meaning given to it in the UK GDPR or the EU GDPR as the context requires;
<b>"Data Subject"</b>	has the meaning given to it in the UK GDPR or the EU GDPR as the context requires;
<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>"Date of Delivery"</b>	that date by which the Deliverables must be Delivered to the Buyer, as specified in the Order Form;
<b>"Deliver"</b>	hand over of the Deliverables to the Buyer at the address and on the date specified in the Order Form, which shall include unloading and any other specific arrangements agreed in accordance with clause 4.2. <b>"Delivered"</b> and <b>"Delivery"</b> shall be construed accordingly;
<b>"Deliverables"</b>	means the Goods and/or Services to be supplied under the Contract as set out in the Order Form;
<b>"DPA 2018"</b>	the Data Protection Act 2018;
<b>"EU"</b>	the European Union;
<b>"EU GDPR"</b>	Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) as it has effect in EU law;
<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 Contract (whether prior to the date of the Contract or otherwise);
<b>"Expiry Date"</b>	the date for expiry of the Contract as set out in the Order Form;
<b>"FOIA"</b>	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>	<p>any event, circumstance, matter or cause affecting the performance by either the Buyer or the Supplier of its obligations arising from:</p> <ul style="list-style-type: none"> <li>(a) acts, events, omissions, happenings or non-happenings beyond the reasonable control of the Party seeking to claim relief in respect of a Force Majeure Event (the <b>"Affected Party"</b>) which prevent or materially delay the Affected Party from performing its obligations under the Contract;</li> <li>(b) riots, civil commotion, war or armed conflict, acts of terrorism, nuclear, biological or chemical warfare;</li> <li>(c) acts of a Crown Body, local government or regulatory bodies;</li> <li>(d) fire, flood or any disaster; or</li> <li>(e) an industrial dispute affecting a third party for which a substitute third party is not reasonably available</li> </ul> <p>but excluding:</p> <ul style="list-style-type: none"> <li>(i) any industrial dispute relating to the Supplier, the Supplier Staff (including any subsets of them) or any other failure in the Supplier or the Subcontractor's supply chain;</li> <li>(ii) any event, occurrence, circumstance, matter or cause which is attributable to the wilful act, neglect or failure to take reasonable precautions against it by the Party concerned; and</li> <li>(iii) any failure of delay caused by a lack of funds,</li> </ul> <p>and which is not attributable to any wilful act, neglect or failure to take reasonable preventative action by that Party;</p>
<b>"Goods"</b>	the goods to be supplied by the Supplier to the Buyer under the Contract;
<b>"Good Industry Practice"</b>	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;
<b>"Government Data"</b>	(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 Contract; or (b) any Personal Data for which the Buyer is the Controller;
"Independent Controller"	a party which is Controller of the same Personal Data as the other Party and there is no element of joint control with regards to that Personal Data;
"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;
"Insolvency Event"	in respect of a person: <ul style="list-style-type: none"> <li>(a) if that person is insolvent;</li> <li>(b) where that person is a company, LLP or a partnership, 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);</li> <li>(c) if an administrator or administrative receiver is appointed in respect of the whole or any part of the person's assets or business;</li> <li>(d) if the person makes any composition with its creditors; or</li> <li>(e) 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;</li> </ul>
"IP Completion Day"	has the meaning given to it in the European Union (Withdrawal Agreement) Act 2020;
"Joint Controller Agreement"	the agreement (if any) entered into between the Buyer and the Supplier substantially in the form set out in <b>Error! Reference source not found.</b> of Annex 1 – <i>Processing Personal Data</i> ;
"Joint Controllers"	Where two or more Controllers jointly determine the purposes and means of processing;
"Key Staff"	any persons specified as such in the Order Form or otherwise notified as such by the Buyer to the Supplier in writing, following agreement to the same by the Supplier;
"Law"	any law, subordinate legislation within the meaning of section 21(1) of the Interpretation Act 1978, bye-law, right within the meaning of the European Union (Withdrawal) Act 2018 as amended by European Union (Withdrawal Agreement) Act 2020, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body with which the Supplier is bound to comply;
"Month"	a calendar month and "Monthly" shall be interpreted

	accordingly;
<b>"National Insurance"</b>	contributions required by the Social Security Contributions and Benefits Act 1992 and made in accordance with the Social Security (Contributions) Regulations 2001 (SI 2001/1004);
<b>"New IPR"</b>	all and intellectual property rights in any materials created or developed by or on behalf of the Supplier pursuant to the Contract but shall not include the Supplier's Existing IPR;
<b>"New IPR Items"</b>	means a deliverable, document, product or other item within which New IPR subsists;
<b>"Open Licence"</b>	means any material that is published for use, with rights to access and modify, by any person for free, under a generally recognised open licence including Open Government Licence as set out at <a href="http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/">http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/</a> and the Open Standards Principles documented at <a href="https://www.gov.uk/government/publications/open-standards-principles/open-standards-principles">https://www.gov.uk/government/publications/open-standards-principles/open-standards-principles</a> ;
<b>"Order Form"</b>	the order form signed by the Buyer and the Supplier printed above these Conditions;
<b>"Party"</b>	the Supplier or the Buyer (as appropriate) and <b>"Parties"</b> shall mean both of them;
<b>"Personal Data"</b>	has the meaning given to it in the UK GDPR or the EU GDPR as the context requires;
<b>"Personal Data Breach"</b>	has the meaning given to it in the UK GDPR or the EU GDPR as the context requires and includes any breach of Data Protection Legislation relevant to Personal Data processed pursuant to the Contract;
<b>"Prescribed Person"</b>	a legal adviser, an MP or an appropriate body which a whistle-blower may make a disclosure to as detailed in 'Whistleblowing: list of prescribed people and bodies', 24 November 2016, available online at: <a href="https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies">https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies</a> as updated from time to time;
<b>"Processor"</b>	has the meaning given to it in the UK GDPR or the EU GDPR as the context requires;
<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 Contract;
<b>"Protective Measures"</b>	technical and organisational measures which must take account of: <ul style="list-style-type: none"> <li>(a) the nature of the data to be protected;</li> <li>(b) harm that might result from Data Loss Event;</li> </ul>

	<p>(c) state of technological development;</p> <p>(d) the cost of implementing any measures;</p> <p>including 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;</p>
<b>"Purchase Order Number" or "PO Number"</b>	the Buyer's unique number relating to the order for Deliverables to be supplied by the Supplier to the Buyer in accordance with the Contract;
<b>"Rectification Plan"</b>	<p>the Supplier's plan (or revised plan) to rectify its material default which shall include:</p> <p>(a) full details of the material default that has occurred, including a root cause analysis;</p> <p>(b) the actual or anticipated effect of the material default; and</p> <p>(c) the steps which the Supplier proposes to take to rectify the material default (if applicable) and to prevent such material default from recurring, including timescales for such steps and for the rectification of the material default (where applicable);</p>
<b>"Regulations"</b>	the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2015 (as the context requires) as amended from time to time;
<b>"Request For Information"</b>	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);
<b>"Services"</b>	the services to be supplied by the Supplier to the Buyer under the Contract;
<b>"Specification"</b>	the specification for the Deliverables to be supplied by the Supplier to the Buyer (including as to quantity, description and quality) as specified in the Order Form;
<b>"Staff Vetting Procedures"</b>	vetting procedures that accord with Good Industry Practice or, where applicable, the Buyer's procedures or policies for the vetting of personnel as specified in the Order Form or provided to the Supplier in writing following agreement to the same by the Supplier from time to time;
<b>"Start Date"</b>	the start date of the Contract set out in the Order Form;
<b>"Sub-Contract"</b>	<p>any contract or agreement (or proposed contract or agreement), other than the Contract, pursuant to which a third party:</p> <p>(a) provides the Deliverables (or any part of them);</p>

	<p>(b) provides facilities or services necessary for the provision of the Deliverables (or any part of them); and/or</p> <p>(c) is responsible for the management, direction or control of the provision of the Deliverables (or any part of them);</p>
<b>"Subcontractor"</b>	any person other than the Supplier, who is a party to a Sub-Contract and the servants or agents of that person;
<b>"Subprocessor"</b>	any third party appointed to process Personal Data on behalf of the Processor related to the Contract;
<b>"Supplier"</b>	the person named as Supplier in the Order Form;
<b>"Supplier Staff"</b>	all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any Subcontractor of the Supplier engaged in the performance of the Supplier's obligations under the Contract;
<b>"Transparency Information"</b>	<p>In relation to Contracts with a value above the relevant threshold set out in Part 2 of the Regulations only, the content of the Contract, including any changes to this Contract agreed from time to time, as well as any information relating to the Deliverables and performance pursuant to the Contract required to be published by the Buyer to comply with its transparency obligations, including those set out in Public Procurement Policy Note 09/21 (update to legal and policy requirements to publish procurement information on Contracts Finder) (<a href="https://www.gov.uk/government/publications/ppn-0921-requirements-to-publish-on-contracts-finder">https://www.gov.uk/government/publications/ppn-0921-requirements-to-publish-on-contracts-finder</a>) and Public Procurement Policy Note 01/17 (update to transparency principles) where applicable (<a href="https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles">https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles</a>) except for:</p> <p>(a) any information which is exempt from disclosure in accordance with the provisions of the FOIA, which shall be determined by the Buyer; and</p> <p>(b) Confidential Information;</p>
<b>"Term"</b>	the period from the Start Date to the Expiry Date as such period may be extended in accordance with clause 11.2 or terminated in accordance with the Contract;
<b>"Third Party IPR"</b>	intellectual property rights owned by a third party which is or will be used by the Supplier for the purpose of providing the Deliverables;
<b>"UK GDPR"</b>	has the meaning as set out in section 3(10) of the DPA 2018, supplemented by section 205(4);
<b>"VAT"</b>	value added tax in accordance with the provisions of the Value Added Tax Act 1994;
<b>"Worker"</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 ( <a href="https://www.gov.uk/government/publications/procurement-policynote-0815-tax-arrangements-of-appointees">Tax Arrangements of Public Appointees</a> ) ( <a href="https://www.gov.uk/government/publications/procurement-policynote-0815-tax-arrangements-of-appointees">https://www.gov.uk/government/publications/procurement-policynote-0815-tax-arrangements-of-appointees</a> ) applies in respect of the Deliverables; and
<b>"Working Day"</b>	a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.

## 2. Understanding the Contract

In the Contract, unless the context otherwise requires:

- 2.1 references to numbered clauses are references to the relevant clause in these 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 Contract are for information only and do not affect the interpretation of the 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;
- 2.7 the word "including", "for example" and similar words shall be understood as if they were immediately followed by the words "without limitation";
- 2.8 any reference which, immediately before IP Completion Day (or such later date when relevant EU law ceases to have effect pursuant to section 1A of the European Union (Withdrawal) Act 2018), is a reference to (as it has effect from time to time):
  - (a) any EU regulation, EU decision, EU tertiary legislation or provision of the EEA agreement ("**EU References**") which is to form part of domestic law by application of section 3 of the European Union (Withdrawal) Act 2018 and which shall be read on and after IP Completion Day as a reference to the EU References as they form part of domestic law by virtue of section 3 of the European Union (Withdrawal) Act 2018 as modified by domestic law from time to time; and
  - (b) any EU institution or EU authority or other such EU body shall be read on and after IP Completion Day as a reference to the UK institution, authority or body to which its functions were transferred.

## 3. How the Contract works

- 3.1 The Order Form is an offer by the Buyer to purchase the Deliverables subject to and in accordance with the terms and conditions of the Contract.
- 3.2 The Supplier is deemed to accept the offer in the Order Form when the Buyer receives a copy of the Order Form signed by the Supplier.
- 3.3 The Supplier warrants and represents that its tender (if any) and all statements made and documents submitted as part of the procurement of Deliverables are and remain true and accurate.

#### **4. What needs to be delivered**

##### **4.1 All Deliverables**

- (a) The Supplier must provide Deliverables: (i) in accordance with the Specification, the tender in Annex 4 – Supplier Tender (where applicable) and the Contract; (ii) using reasonable skill and care; (iii) using Good Industry Practice; (iv) using its own policies, processes and internal quality control measures as long as they don't conflict with the Contract; (v) on the dates agreed; and (vi) that comply with all Law.
- (b) The Supplier must provide Deliverables with a warranty of at least 90 days (or longer where the Supplier offers a longer warranty period to its Buyers) from Delivery against all obvious defects.

##### **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 (including off-loading and stacking) or payment for those Goods, whichever is earlier.
- (d) Risk in the Goods transfers to the Buyer on Delivery, but remains with the Supplier if the Buyer notices damage following Delivery and lets the Supplier know within 3 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 location specified in the Order Form, during the Buyer's working hours (unless otherwise specified in the Order Form).
- (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 will notify the Buyer of any request that Goods are returned to it or the manufacturer after the discovery of safety issues or defects that might endanger health or hinder performance and shall indemnify the Buyer against the costs arising as a result of any such request.
- (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 endeavours 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 don't conform with clause 4.2. If the Supplier doesn't do this it will pay the Buyer's costs including repair or re-supply by a third party.



- (m) The Buyer will not be liable for any actions, claims, costs and expenses incurred by the Supplier or any third party during Delivery of the Goods unless and to the extent that it is caused by negligence or other wrongful act of the Buyer or its servant or agent. If the Buyer suffers or incurs any damage or injury (whether fatal or otherwise) occurring in the course of Delivery or installation then the Supplier shall indemnify the Buyer from any losses, charges, costs or expenses which arise as a result of or in connection with such damage or injury where it is attributable to any act or omission of the Supplier or any of its Subcontractors or Supplier Staff.

#### **4.3 Services clauses**

- (a) Late Delivery of the Services will be a default of the 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 including the security requirements (where any such requirements have been provided).
- (c) The Buyer must provide the Supplier with reasonable access to its premises at reasonable times for the purpose of supplying the Services
- (d) The Supplier must at its own risk and expense provide all equipment required to deliver the Services. Any equipment provided by the Buyer to the Supplier for supplying the Services remains the property of the Buyer and is to be returned to the Buyer on expiry or termination of the Contract.
- (e) The Supplier must allocate sufficient resources and appropriate expertise to the Contract.
- (f) The Supplier must take all reasonable care to ensure performance does not disrupt the Buyer's operations, employees or other contractors.
- (g) On completion of the Services, the Supplier is responsible for leaving the Buyer's premises in a clean, safe and tidy condition and making good any damage that it has caused to the Buyer's premises or property, other than fair wear and tear.
- (h) The Supplier must ensure all Services, and anything used to deliver the Services, are of good quality and free from defects.
- (i) 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 Contract.

#### **5. Pricing and payments**

- 5.1 In exchange for the Deliverables, the Supplier must invoice the Buyer for the charges in the Order Form.
- 5.2 All Charges:
  - (a) exclude VAT, which is payable on provision of a valid VAT invoice; and
  - (b) include all costs and expenses 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 invoice or in the Order Form.
- 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; and
  - (b) includes a detailed breakdown of Deliverables which have been delivered.

- 5.5 If there is a dispute between the Parties as to the amount invoiced, the Buyer shall pay the undisputed amount. The Supplier shall not suspend the provision of the Deliverables unless the Supplier is entitled to terminate the Contract for a failure to pay undisputed sums in accordance with clause 11.6. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 37.
- 5.6 The Buyer may retain or set-off payment of any amount owed to it by the Supplier under this Contract or any other agreement between the Supplier and the Buyer 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 doesn't happen, the Buyer can publish the details of the late payment or non-payment.
- 6. The Buyer's obligations to the Supplier**
- 6.1 If Supplier fails to comply with the Contract as a result of a Buyer Cause:
- (a) the Buyer cannot terminate the Contract under clause 11;
  - (b) the Supplier is entitled to reasonable and proven additional expenses and to relief from liability under this 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 only happened because of 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 the Order Form.
- 7.2 The Supplier must keep and maintain full and accurate records and accounts on everything to do with the Contract for 7 years after the date of expiry or termination of the Contract and in accordance with the UK GDPR or the EU GDPR as the context requires.
- 7.3 The Supplier must allow any auditor appointed by the Buyer access to its premises to verify all contract accounts and records of everything to do with the Contract and provide copies for the Audit.
- 7.4 During an Audit, the Supplier must provide information to the auditor and reasonable co-operation at their request.
- 7.5 The Parties will bear their own costs when an Audit is undertaken unless the Audit identifies a material default by the Supplier, in which case the Supplier will repay the Buyer's reasonable costs in connection with the Audit.
- 7.6 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.

- 7.7 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 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 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 Contract immediately for material breach (or on such date as the Buyer notifies).
- 7.8 If there is a material default, the Supplier must notify the Buyer within 3 Working Days of the Supplier becoming aware of the material default. The Buyer may request that the Supplier provide a Rectification Plan within 10 Working Days of the Buyer's request alongside any additional documentation that the Buyer requires. Once such Rectification Plan is agreed between the Parties (without the Buyer limiting its rights) the Supplier must immediately start work on the actions in the Rectification Plan at its own cost.
- 8. Supplier Staff**
- 8.1 The Supplier Staff involved in the performance of the Contract must:
- (a) be appropriately trained and qualified;
  - (b) be vetted in accordance with the Staff Vetting Procedures; and
  - (c) comply with all conduct requirements when on the Buyer's premises.
- 8.2 Where the Buyer decides one of the Supplier's Staff isn't suitable to work on the 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 29.1 to 29.3 .
- 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 or engaged 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 (if any) as Key Staff in the Order Form or otherwise notified as such by the Buyer to the Supplier in writing, following agreement to the same by the Supplier to provide the Deliverables and shall not remove or replace any of them unless:
- (a) requested to do so by the Buyer or the Buyer approves such removal or replacement (not to be unreasonably withheld or delayed);
  - (b) the person concerned resigns, retires or dies or is on parental 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.
- 8.7 The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Contract, relevant to the work of the Buyer, or is of a type otherwise advised by the Buyer (each such conviction a "**Relevant**

**Conviction**"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a disclosure and barring service check or otherwise) is employed or engaged in the provision of any part of the Deliverables.

## **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 Contract;
- (b) the 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 Contract;
- (e) all necessary rights, authorisations, licences and consents (including in relation to IPRs) are in place to enable the Supplier to perform its obligations under the Contract and the Buyer to receive the Deliverables;
- (f) it doesn't have any contractual obligations which are likely to have a material adverse effect on its ability to perform the Contract; and
- (g) it is not impacted by an Insolvency Event.

9.2 The warranties and representations in clause 3.3 and clause 9.1 are repeated each time the Supplier provides Deliverables under the Contract.

9.3 The Supplier indemnifies the Buyer against each of the following:

- (a) wilful misconduct of the Supplier, any of its Subcontractor and/or Supplier Staff that impacts the 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 made in relation to the Contract that becomes untrue or misleading, it must immediately notify the Buyer.

9.5 All third party warranties and indemnities covering the Deliverables must be assigned for the Buyer's benefit by the Supplier.

## **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 the Buyer 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 Contract is owned by the Buyer. The Buyer gives the Supplier a licence to use any Existing IPRs and the New IPR which the Supplier reasonably requires for the purpose of fulfilling its obligations during the Term or using or exploiting the New IPR developed under the Contract.

10.3 Where a Party acquires ownership of intellectual property rights incorrectly under this 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; and
  - (b) replace or modify the relevant item with substitutes that don't infringe intellectual property rights without adversely affecting the functionality or performance of the Deliverables.
- 10.7 The Supplier shall not use in the Delivery of the Deliverables any Third Party IPR unless it has notified the Buyer that the owner or an authorised licensor of the relevant Third Party IPR will grant a direct licence to the Buyer for the Third Party IPR and that licence has been granted. The Buyer, in its absolute discretion, shall have 10 Working Days following the Supplier's notification to reject the grant of the licence. If the Supplier cannot obtain for the Buyer a licence in respect of any Third Party IPR, for whatever reason, the Supplier shall:
- (a) notify the Buyer in writing; and
  - (b) use the relevant Third Party IPR only if the Buyer has provided authorisation in writing, with reference to the acts authorised and the specific intellectual property rights involved.
- 10.8 In spite of any other provisions of the Contract and for the avoidance of doubt, award of this Contract by the Buyer and the ordering of any Deliverable under it does not constitute an authorisation by the Crown under Sections 55 and 56 of the Patents Act 1977, Section 12 of the Registered Designs Act 1949 or Sections 240 – 243 of the Copyright, Designs and Patents Act 1988.

## **11. Ending the contract**

- 11.1 The Contract takes effect on the Start Date and ends on the earlier of the Expiry Date or termination of the Contract, or earlier if required by Law.
- 11.2 The Buyer can extend the Contract where set out in the Order Form in accordance with the terms in the Order Form.

### **11.3 Ending the Contract without a reason**

The Buyer has the right to terminate the Contract at any time without reason or liability by giving the Supplier not less than 90 days' written notice, and if it's terminated clause 11.5(a)(ii) to 11.5(a)(viii) applies.

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

- (a) If any of the following events happen, the Buyer has the right to immediately terminate its Contract by issuing a termination notice in writing to the Supplier:
  - (i) there's a Supplier Insolvency Event;
  - (ii) if the Supplier repeatedly breaches the 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 Contract;

- (iii) the Supplier is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Supplier receiving notice specifying the breach and requiring it to be remedied;
  - (iv) there's a change of control (within the meaning of section 450 of the Corporation Tax Act 2010) of the Supplier which isn't pre-approved by the Buyer in writing;
  - (v) the Buyer discovers that the Supplier was in one of the situations in 57 (1) or 57(2) of the Regulations at the time the Contract was awarded;
  - (vi) the Supplier or its affiliates embarrass or bring the Buyer into disrepute or diminish the public trust in them; or
  - (vii) the Supplier fails to comply with its legal obligations in the fields of environmental, social, equality or employment Law when providing the Deliverables.
- (b) The Buyer also has the right to terminate the Contract in accordance with clauses 7.7(b), 21.3, 29.4(b), 34.3 and Paragraph **Error! Reference source not found.** of **Error! Reference source not found.** of Annex 1 – *Processing Personal Data* (if used).
- (c) If any of the events in 73(1) (a) or (b) of the Regulations happen, the Buyer has the right to immediately terminate the Contract and clause 11.5(a)(ii) to 11.5(a)(viii) applies.

#### 11.5 What happens if the Contract ends (Buyer termination)

- (a) Where the Buyer terminates the Contract under clause 11.4(a), 7.7(b), 29.4(b), or Paragraph **Error! Reference source not found.** of **Error! Reference source not found.** of Annex 1 – *Processing Personal Data* (if used), all of the following apply:
- (i) the Supplier is responsible for the Buyer's reasonable costs of procuring replacement Deliverables for the rest of the term of the Contract;
  - (ii) the Buyer's payment obligations under the terminated Contract stop immediately;
  - (iii) accumulated rights of the Parties are not affected;
  - (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 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;
  - (vii) the Supplier must repay to the Buyer all the Charges that it has been paid in advance for Deliverables that it has not provided as at the date of termination or expiry; and
  - (viii) the following clauses survive the termination of the Contract: 4.2(j), 7, 8.5, 10, 12, 14, 15, 16, 19, 20, 37 and 38 and any clauses which are expressly or by implication intended to continue.

#### 11.6 When the Supplier can end the Contract and what happens when the contract ends (Buyer and Supplier termination)

- (a) The Supplier can issue a reminder notice if the Buyer does not pay an undisputed invoice on time. The Supplier can terminate the Contract if the

Buyer fails to pay an undisputed invoiced sum due and worth over 10% of the total Contract value or £1,000, whichever is the lower, within 30 days of the date of the reminder notice.

- (b) Where the Buyer terminates the Contract in accordance with clause 11.3 or the Supplier terminates the Contract under clause 11.6(a) or 24.4:
  - (i) the Buyer must promptly pay all outstanding charges incurred by the Supplier;
  - (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 Contract had not been terminated; and
  - (iii) clauses 11.5(a)(ii) to 11.5(a)(viii) apply.
- (c) The Supplier also has the right to terminate the Contract in accordance with Clauses 21.3 and 24.4.

#### **11.7 Partially ending and suspending the Contract**

- (a) Where the Buyer has the right to terminate the Contract it can terminate or suspend (for any period), all or part of it. If the Buyer suspends the Contract it can provide the Deliverables itself or buy them from a third party.
- (b) The Buyer can only partially terminate or suspend the 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 26) any necessary variation required by clause 11.7, but the Supplier may not either:
  - (i) reject the variation; or
  - (ii) increase the Charges, except where the right to partial termination is under clause 11.3.
- (d) The Buyer can still use other rights available, or subsequently available to it if it acts on its rights under clause 11.7.

#### **12. How much you can be held responsible for**

- 12.1 Each Party's total aggregate liability under or in connection with the Contract (whether in tort, contract or otherwise) is no more than 125% of the Charges paid or payable to the Supplier.
- 12.2 No Party is liable to the other for:
  - (a) any indirect losses; and/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; or
  - (c) any liability that cannot be excluded or limited by Law.
- 12.4 In spite of clause 12.1, the Supplier does not limit or exclude its liability for any indemnity given under clauses 8.5, 9.3(b), 10.5, or 33.2(b).

- 12.5 Notwithstanding clause 12.1, but subject to clauses 12.1 and 12.3, the Supplier's total aggregate liability under clause 14.7(e) shall not exceed the Data Protection Liability Cap.
- 12.6 Each Party must use all reasonable endeavours to mitigate any loss or damage which it suffers under or in connection with the Contract, including any indemnities.
- 12.7 If more than one Supplier is party to the Contract, each Supplier Party is fully responsible for both their own liabilities and the liabilities of the other Suppliers.

### **13. Obeying the Law**

- 13.1 The Supplier must, in connection with provision of the Deliverables:
- (a) comply and procure that its Subcontractors comply with the Supplier Code of Conduct:  
([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779660/20190220-Supplier\\_Code\\_of\\_Conduct.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf)) as such Code of Conduct may be updated from time to time, and such other sustainability requirements as set out in the Order Form;
  - (b) comply with the provisions of the Official Secrets Acts 1911 to 1989 and section 182 of the Finance Act 1989;
  - (c) support the Buyer in fulfilling its Public Sector Equality duty under section 149 of the Equality Act 2010;
  - (d) comply with the model contract terms contained in Example 1 of Annex C of the guidance to PPN 05/19 (Tackling Modern Slavery in Government Supply Chains) shall apply to the Contract, as such clauses may be amended or updated from time to time; and
  - (e) 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>.
- 13.2 The Supplier indemnifies the Buyer against any costs resulting from any default by the Supplier relating to any applicable Law to do with the Contract.
- 13.3 The Supplier must appoint a Compliance Officer who must be responsible for ensuring that the Supplier complies with Law, clause 13.1 and clauses 28 to 35.

### **14. Data Protection**

- 14.1 The Supplier must not remove any ownership or security notices in or relating to the Government Data.
- 14.2 The Supplier must make accessible back-ups of all Government Data, stored in an agreed off-site location and send the Buyer copies every 6 Months.
- 14.3 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 (where any such requirements have been provided).
- 14.4 If at any time the Supplier suspects or has reason to believe that the Government Data is corrupted, lost or sufficiently degraded, then the Supplier must immediately notify the Buyer and suggest remedial action.
- 14.5 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 5 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.
- 14.6 The Supplier must pay each Party's reasonable costs of complying with clause 14.5 unless the Buyer is at fault.
- 14.7 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 or any Data Protection Legislation.
- 14.8 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 Contract dictates the status of each party under the DPA 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 the Contract and shall specify in **Error! Reference source not found.** of Annex 1 – *Processing Personal Data* which scenario they think shall apply in each situation.
- 14.9 **Where one Party is Controller and the other Party its Processor**
- (a) Where a Party is a Processor, it must only process Personal Data if authorised to do so in **Error! Reference source not found.** of Annex 1 – *Processing Personal Data* by the Controller. Any further written instructions relating to the processing of Personal Data are incorporated into **Error! Reference source not found.** of Annex 1 – *Processing Personal Data*.
  - (b) The Processor must give all reasonable assistance to the Controller in the preparation of any Data Protection Impact Assessment before starting any processing, including:
    - (i) a systematic description of the expected processing and its purpose;
    - (ii) the necessity and proportionality of the processing operations;
    - (iii) the risks to the rights and freedoms of Data Subjects; and
    - (iv) the intended measures to address the risks, including safeguards, security measures and mechanisms to protect Personal Data.
  - (c) The Processor must notify the Controller immediately if it thinks the Controller's instructions breach the Data Protection Legislation.

- (d) The Processor must put in place appropriate Protective Measures to protect against a Data Loss Event which must be approved by the Controller.
- (e) If lawful to notify the Controller, the Processor must promptly notify the Controller if the Processor is otherwise required to process Personal Data by Law before processing it.
- (f) The Processor must use all reasonable endeavours to ensure the reliability and integrity of any Processor Personnel who have access to the Personal Data and ensure that they:
  - (i) are aware of and comply with the Processor's duties under this clause 14;
  - (ii) are subject to appropriate confidentiality undertakings with the Processor or any Subprocessor;
  - (iii) are informed of the confidential nature of the Personal Data and do not provide any of the Personal Data to any third party unless directed in writing to do so by the Controller or as otherwise allowed by the Contract; and
  - (iv) have undergone adequate training in the use, care, protection and handling of Personal Data.
- (g) Where the Personal Data is subject to UK GDPR, the Processor must not transfer Personal Data outside of the UK unless the prior written consent of the Controller has been obtained and the following conditions are fulfilled:
  - (i) the transfer is in accordance with Article 45 of the UK GDPR (or section 73 of DPA 2018); or
  - (ii) the Controller or the Processor has provided appropriate safeguards in relation to the transfer (whether in accordance with UK GDPR Article 46 or section 75 of the DPA 2018) as determined by the Controller which could include relevant parties entering into the International Data Transfer Agreement (the "**IDTA**"), or International Data Transfer Agreement Addendum to the European Commission's SCCs (the "**Addendum**"), as published by the Information Commissioner's Office from time to time as well as any additional measures determined by the Controller;
  - (iii) the Data Subject has enforceable rights and effective legal remedies when transferred;
  - (iv) the Processor meets its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred; and
  - (v) the Processor complies with the Controller's reasonable prior instructions about the processing of the Personal Data.
- (h) Where the Personal Data is subject to EU GDPR, the Processor must 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 transfer is in accordance with Article 45 of the EU GDPR; or
    - (i) the Controller or Processor has provided appropriate safeguards in relation to the transfer in accordance with Article 46 of the EU GDPR as determined by the Controller which could include relevant parties entering into Standard Contractual Clauses in the European Commission's decision 2021/914/EU or such updated version of such Standard Contractual Clauses as are published by the European

Commission from time to time as well as any additional measures determined by the Controller;

- (ii) the Data Subject has enforceable rights and effective legal remedies;
  - (iii) the Processor complies with its obligations under the EU GDPR 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.
- (j) The Processor must notify the Controller immediately if it:
- (i) receives a Data Subject Access Request (or purported Data Subject Access Request);
  - (ii) receives a request to rectify, block or erase any Personal Data;
  - (iii) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
  - (iv) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Contract;
  - (v) receives a request from any third Party for disclosure of Personal Data where compliance with the request is required or claims to be required by Law; and
  - (vi) becomes aware of a Data Loss Event.
- (k) Any requirement to notify under clause (j) includes the provision of further information to the Controller in stages as details become available.
- (i) The Processor must promptly provide the Controller with full assistance in relation to any Party's obligations under Data Protection Legislation and any complaint, communication or request made under clause (j). This includes giving the Controller:
    - (ii) full details and copies of the complaint, communication or request;
    - (iii) reasonably requested assistance so that it can comply with a Data Subject Access Request within the relevant timescales in the Data Protection Legislation;
    - (iv) any Personal Data it holds in relation to a Data Subject on request;
    - (v) assistance that it requests following any Data Loss Event; and
    - (vi) assistance that it requests relating to a consultation with, or request from, the Information Commissioner's Office or any other regulatory authority.
- (l) The Processor must maintain full, accurate records and information to show it complies with this clause 14. This requirement does not apply where the Processor employs fewer than 250 staff, unless either the Controller determines that the processing:
- (i) is not occasional;
  - (ii) 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

- (iii) is likely to result in a risk to the rights and freedoms of Data Subjects.
- (m) The Parties shall designate a Data Protection Officer if required by the Data Protection Legislation.
- (n) Before allowing any Subprocessor to process any Personal Data, the Processor must:
  - (i) notify the Controller in writing of the intended Subprocessor and processing;
  - (ii) obtain the written consent of the Controller;
  - (iii) enter into a written contract with the Subprocessor so that this clause 14 applies to the Subprocessor; and
  - (iv) provide the Controller with any information about the Subprocessor that the Controller reasonably requires.
- (o) The Processor remains fully liable for all acts or omissions of any Subprocessor.
- (p) At any time the Buyer can, with 30 Working Days' notice to the Supplier, change this clause 14 to replace it with any applicable standard clauses (between the controller and processor) or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to the Contract).
- (q) The Parties agree to take account of any non-mandatory guidance issued by the Information Commissioner's Office or any other regulatory authority.

#### 14.10 Joint Controllers of Personal Data

In the event that the Parties are Joint Controllers in respect of Personal Data under the Contract, the Parties shall implement paragraphs that are necessary to comply with UK GDPR Article 26 based on the terms set out in **Error! Reference source not found.** of Annex 1 – *Processing Personal Data*.

#### 14.11 Independent Controllers of Personal Data

In the event that the Parties are Independent Controllers in respect of Personal Data under the Contract, the terms set out in **Error! Reference source not found.** of Annex 1 – *Processing Personal Data* shall apply to this Contract.

### 15. What you must keep confidential

#### 15.1 Each Party must:

- (a) keep all Confidential Information it receives confidential and secure;
- (b) not disclose, use or exploit the disclosing Party's Confidential Information without the disclosing Party's prior written consent, except for the purposes anticipated under the Contract; 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, a regulatory body or 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 or for the purposes of regulatory requirements;
  - (g) on a confidential basis, to its professional advisers on a need-to-know basis; and
  - (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 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 Contract. The Supplier shall remain responsible at all times for compliance with the confidentiality obligations set out in this Contract by the persons to whom disclosure has been made.
- 15.4 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; and
  - (e) under clauses 5.7 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, and Information which is exempt from disclosure by clause 16 is not Confidential Information.
- 15.7 The Supplier must not make any press announcement or publicise the Contract or any part of it in any way, without the prior written consent of the Buyer and must take all reasonable endeavours 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 In accordance with a reasonable timetable and in any event within 5 Working Days of a request from the Buyer, the Supplier must give the Buyer full co-operation and information needed so the Buyer can:
- (a) comply with any FOIA request;
  - (b) comply with any Environmental Information Regulations (“EIR”) request;
  - (c) if the Contract has a value over the relevant threshold in Part 2 of the Regulations, comply with any of its obligations in relation to publishing Transparency Information.

- 16.3 To the extent that it is allowed and practical to do so, the Buyer will use reasonable endeavours to notify the Supplier of a Request For Information and 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. Insurance**

The Supplier shall ensure it has adequate insurance cover for this Contract.

**18. Invalid parts of the contract**

If any part of the 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 the Contract as much as required and rendered ineffective as far as possible without affecting the rest of the Contract, whether it's valid or enforceable.

**19. No other terms apply**

The provisions incorporated into the Contract are the entire agreement between the Parties. The Contract replaces all previous statements, or agreements whether written or oral. No other provisions apply.

**20. Other people's rights in the contract**

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

**21. Circumstances beyond your control**

- 21.1 Any Party affected by a Force Majeure Event is excused from performing its obligations under the 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.
- 21.2 Any failure or delay by the Supplier to perform its obligations under the Contract that is due to a failure or delay by an agent, Subcontractor and/or Supplier Staff will only be considered a Force Majeure Event if that third party is itself prevented from complying with an obligation to the Supplier due to a Force Majeure Event.
- 21.3 Either Party can partially or fully terminate the Contract if the provision of the Deliverables is materially affected by a Force Majeure Event which lasts for 90 days continuously.
- 21.4 Where a Party terminates under clause 21.3:
- (a) each Party must cover its own losses; and
  - (b) clause 11.5(a)(ii) to 11.5(a)(viii) applies.

**22. Relationships created by the contract**

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

**23. Giving up contract rights**

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

## **24. Transferring responsibilities**

- 24.1 The Supplier cannot assign, novate or in any other way dispose of the Contract or any part of it without the Buyer's written consent.
- 24.2 The Buyer can assign, novate or transfer its Contract or any part of it to any Crown Body, public or private sector body which performs the functions of the Buyer.
- 24.3 When the Buyer uses its rights under clause 24.2 the Supplier must enter into a novation agreement in the form that the Buyer specifies.
- 24.4 The Supplier can terminate the Contract novated under clause 24.2 to a private sector body that is experiencing an Insolvency Event.
- 24.5 The Supplier remains responsible for all acts and omissions of the Supplier Staff as if they were its own.

## **25. Supply Chain**

- 25.1 The Supplier cannot sub-contract the Contract or any part of it without the Buyer's prior written consent. The Supplier shall provide the Buyer with the name of any Subcontractor the Supplier proposes to engage for the purposes of the Contract. The decision of the Buyer to consent or not will not be unreasonably withheld or delayed. If the Buyer does not communicate a decision to the Supplier within 10 Working Days of the request for consent then its consent will be deemed to have been given. The Buyer may reasonably withhold its consent to the appointment of a Subcontractor if it considers that:
  - (a) the appointment of a proposed Subcontractor may prejudice the provision of the Deliverables or may be contrary to its interests;
  - (b) the proposed Subcontractor is unreliable and/or has not provided reliable goods and or reasonable services to its other customers; and/or
  - (c) the proposed Subcontractor employs unfit persons.
- 25.2 If the Buyer asks the Supplier for details about Subcontractors, the Supplier must provide details of all such 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.
- 25.3 The Supplier must exercise due skill and care when it selects and appoints Subcontractors.
- 25.4 The Supplier will ensure that all Sub-Contracts in the Supplier's supply chain entered into after the Start Date wholly or substantially for the purpose of performing or contributing to the performance of the whole or any part of this Contract contain provisions that:
  - (a) allow the Supplier to terminate the Sub-Contract if the Subcontractor fails to comply with its obligations in respect of environmental, social, equality or employment Law;
  - (b) require the Supplier to pay all Subcontractors in full, within 30 days of receiving a valid, undisputed invoice; and
  - (c) allow the Buyer to publish the details of the late payment or non-payment if this 30-day limit is exceeded.
- 25.5 The Supplier will take reasonable endeavours to ensure that all Sub-Contracts in the Supplier's supply chain entered into before the Start Date but made wholly or

substantially for the purpose of performing or contributing to the performance of the whole or any part of this Contract contain provisions that:

- (a) allow the Supplier to terminate the Sub-Contract if the Subcontractor fails to comply with its obligations in respect of environmental, social, equality or employment Law;
- (b) require the Supplier to pay all Subcontractors in full, within 30 days of receiving a valid, undisputed invoice; and
- (c) allow the Buyer to publish the details of the late payment or non-payment if this 30-day limit is exceeded.

25.6 At the Buyer's request, the Supplier must terminate any Sub-Contracts in any of the following events:

- (a) there is a change of control within the meaning of Section 450 of the Corporation Tax Act 2010 of a Subcontractor which isn't pre-approved by the Buyer in writing;
- (b) the acts or omissions of the Subcontractor have caused or materially contributed to a right of termination under Clause 11.4;
- (c) a Subcontractor or its Affiliates embarrasses or brings into disrepute or diminishes the public trust in the Buyer;
- (d) the Subcontractor fails to comply with its obligations in respect of environmental, social, equality or employment Law; and/or
- (e) the Buyer has found grounds to exclude the Subcontractor in accordance with Regulation 57 of the Regulations.

25.7 The Supplier is responsible for all acts and omissions of its Subcontractors and those employed or engaged by them as if they were its own.

## **26. Changing the contract**

Either Party can request a variation to the 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.

## **27. How to communicate about the contract**

27.1 All notices under the Contract must be in writing and are considered effective on the Working Day of Delivery as long as they're delivered before 5:00pm on a Working Day. Otherwise the notice is effective on the next Working Day. An email is effective at 9am on the first Working Day after sending unless an error message is received.

27.2 Notices to the Buyer or Supplier must be sent to their address or email address in the Order Form.

27.3 This clause does not apply to the service of legal proceedings or any documents in any legal action, arbitration or dispute resolution.

## **28. Dealing with claims**

28.1 If the Buyer becomes aware of any Claim, the Buyer must:

- (a) notify the Supplier as soon as reasonably practical becoming aware of a Claim;
- (b) at the Supplier's cost, allow the Supplier to conduct all negotiations and proceedings to do with a Claim;
- (c) at the Supplier's cost, give the Supplier reasonable assistance with the Claim if requested; and



- (d) not make admissions about the Claim without the prior written consent of the Supplier which cannot be unreasonably withheld or delayed.

28.2 The Supplier must:

- (a) consider and defend the Claim diligently and in a way that does not damage the Buyer's reputation; and
- (b) not settle or compromise any Claim without the Buyer's prior written consent which it must not unreasonably withhold or delay.

## **29. Preventing fraud, bribery and corruption**

29.1 The Supplier shall not:

- (a) commit any criminal offence referred to in 57(1) and 57(2) of the Regulations; or
- (b) offer, give, or agree to give anything, to any person (whether working for or engaged by the Buyer or any other public body) an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Contract or any other public function or for showing or refraining from showing favour or disfavour to any person in relation to the Contract or any other public function.

29.2 The Supplier shall take all reasonable endeavours (including creating, maintaining and enforcing adequate policies, procedures and records), in accordance with Good Industry Practice, to prevent any matters referred to in clause 29.1 and any fraud by the Supplier Staff and the Supplier (including its shareholders, members and directors) in connection with the Contract and shall notify the Buyer immediately if it has reason to suspect that any such matters have occurred or is occurring or is likely to occur.

29.3 If the Supplier notifies the Buyer as required by clause 29.2, 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.

29.4 If the Supplier or the Supplier Staff engages in conduct prohibited by clause 29.1 or commits fraud in relation to the Contract or any other contract with the Crown (including the Buyer) the Buyer may:

- (a) require the Supplier to remove any Supplier Staff from providing the Deliverables if their acts or omissions have caused the default; and
- (b) immediately terminate the Contract.

## **30. Equality, diversity and human rights**

30.1 The Supplier must follow all applicable employment and equality Law when they perform their obligations under the 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.

30.2 The Supplier must use all reasonable endeavours, 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 Contract.

## **31. Health and safety**

31.1 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.
- 31.2 The Supplier and the Buyer must as soon as possible notify the other of any health and safety incidents or material hazards they're aware of at the Buyer premises that relate to the performance of the Contract.

## **32. Environment and sustainability**

- 32.1 In performing its obligations under the Contract, the Supplier shall, to the reasonable satisfaction of the Buyer:
  - (a) meet, in all material respects, the requirements of all applicable Laws regarding the environment; and
  - (b) comply with its obligations under the Buyer's current environmental policy, which the Buyer must provide.
- 32.2 The Supplier must ensure that Supplier Staff are aware of the Buyer's environmental policy.

## **33. Tax**

- 33.1 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 Contract where the Supplier has not paid a minor tax or social security contribution.
- 33.2 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 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.
- 33.3 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 requirements that:
  - (a) the Buyer may, at any time during the term of the Contract, request that the Worker provides information which demonstrates they comply with clause 33.2, 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 isn't good enough to demonstrate how it complies with clause 33.2 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.

**34. Conflict of interest**

- 34.1 The Supplier must take action to ensure that neither the Supplier nor the Supplier Staff are placed in the position of an actual, potential or perceived Conflict of Interest.
- 34.2 The Supplier must promptly notify and provide details to the Buyer if an actual, potential or perceived Conflict of Interest happens or is expected to happen.
- 34.3 The Buyer will consider whether there are any appropriate measures that can be put in place to remedy an actual, perceived or potential Conflict of Interest. If, in the reasonable opinion of the Buyer, such measures do not or will not resolve an actual or potential conflict of interest, the Buyer may terminate the Contract immediately by giving notice in writing to the Supplier where there is or may be an actual or potential Conflict of Interest and clauses 11.5(a)(ii) to 11.5(a)(viii) shall apply.

**35. Reporting a breach of the contract**

- 35.1 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 13.1, or clauses 28 to 34.
- 35.2 The Supplier must not retaliate against any of the Supplier Staff who in good faith reports a breach listed in clause 35.1 to the Buyer or a Prescribed Person.

**36. Further Assurances**

Each Party will, at the request and cost of the other Party, do all things which may be reasonably necessary to give effect to the meaning of this Contract.

**37. Resolving disputes**

- 37.1 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 by commercial negotiation.
- 37.2 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 37.3 to 37.5.
- 37.3 Unless the Buyer refers the dispute to arbitration using clause 37.4, 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.
- 37.4 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.
- 37.5 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 37.3, 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 37.4.

37.6 The Supplier cannot suspend the performance of the Contract during any dispute.

**38. Which law applies**

This Contract and any issues or disputes arising out of, or connected to it, are governed by English law.