****

**CONTRACT NUMBER:**

BETWEEN

**FOREIGN AND COMMONWEALTH OFFICE**

AND

**[Full Name of Contractor]**

[link to contractor website homepage]

FOR

**[insert project title]**

**SECTION I – FORM OF CONTRACT**

**CONTRACT NUMBER: [Number]**

**CONTRACT FOR:** [Insert Project Title].

This Contract is made on [Insert Date] between:

The Secretary of State for Foreign and Commonwealth Affairs of the Foreign and Commonwealth Office, London, SW1A 2AH (hereinafter referred to as the “**Authority**”)

And
[Full name of Contractor] having his main or registered office at [full address] Tel: [tel] (hereinafter referred to as the “Contractor”).

(“the Parties”)

It is hereby agreed as follows:

The Contract shall incorporate:

Section 1 - Form of Contract

Section 2 - Conditions of Contract

Section 3 - Schedule of Prices and Rates

Section 4 - Statement of Services Requirement

All of which shall be read as one document.

The Contract constitutes the entire agreement between the parties hereto, and supersedes all negotiations, representation or agreements either written or oral preceding the Contract, without prejudice to the Authority’s rights and remedies at law or otherwise.

Signed for Contractor by: Signed for Authority by:

Name: Name:

Position: Position:

Date: Date:

**SECTION 2: CONDITIONS OF CONTRACT FOR GOODS AND/OR SERVICES**

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1. DEFINITIONS

1.1 For the purpose of these Conditions:-

“Authority” means the Secretary of State for Foreign and Commonwealth Affairs and includes the Authority's Representative. In this Contract, the Authority is acting as part of the Crown;

“Condition” means a clause in the Contract;

“Confidential Information” means the terms of this Contract, together with all information in whatever form and on whatever media of either party which relates to the business, affairs, trade secrets, products, services, marketing plans, software, databases, know-how, personnel, customers or suppliers of either party (as the case may be), whether marked as confidential or which otherwise may reasonably be regarded as the confidential information of a party and which is disclosed or acquired at any time whether before or after the Contract Commencement Date as a result or in anticipation of this Contract;

“Contractor” means the supplier of the Goods or Services;

“Contract” means the agreement between the Authority and the Contractor consisting of these Conditions together with any amendments and/or additions thereto as specified on the Purchase Order;

“Crown Body” means any department, office or agency of the Crown

“FOIA” means the Freedom of Information Act 2000;

“Gateway” means a review which may be conducted by or for a government department into whether or not a programme, project or any activity is making progress in line with agreed objectives;

"Goods" means anything which the Contractor supplies to the Authority under the Contract including any materials provided as part of the Service;

“Intellectual Property Rights” means patents, trademarks, service marks, copyright, moral rights, rights in a design, know–how, confidential information and all or any other intellectual or industrial property rights whether or not registered or capable of registration and whether subsisting in the United Kingdom or any other part of the world together with all or any goodwill relating or attached thereto;

“Law” means any applicable law, statute, bye-law, regulation, order, regulatory policy, guidance or industry code, rule of court or directives or requirements of any Regulatory Body, delegated or subordinate legislation or notice of any Regulatory Body;

“Notice” means information from either Party to the other Party about a particular action that has been taken;

“Party” means either the Authority or the Contractor and the “Parties” means the Authority and the Contractor;

“Purchase Order” means the form, on the other side of these Conditions or attached separately, which the Authority sends to the Contractor setting out the Authority’s specific requirements, the contract terms which apply to the Goods and/or Services and any documents referred to therein;

“Regulatory Body” means any organisation/authority that is authorised to set directions for or monitor standards set out in law;

“Services” means all the services (including any works) which the Contractor provides to the Authority under the Contract.

“The Crown” means any central government department of the United Kingdom, including the Devolved Administrations, and other bodies which are legally defined as being Crown Bodies.

1. SUPPLY OF GOODS (NOT USED FOR THIS PROJECT)

2.1 The Contractor shall supply the Goods specified in the Contract. Goods may be returned at the Contractor's expense if they do not correspond with the Contract and/or any sample provided.

2.2 All Goods shall be transported at the Contractor’s risk and delivered, carriage paid, in the quantities and at the time and place specified in the Purchase Order. Where no delivery time is stipulated by the Authority the Goods and/or provision of Services shall be made within ten working days of receipt of the order by the Contractor.

2.3 The Authority may notify the Contractor of a change in the specified delivery time/date up to 24 hours before delivery.

2.4 The Contractor shall provide a delivery note with all deliveries as well as other appropriate documentation and/or copies of proof of deliveries as reasonably requested by the Authority. Such documentation must clearly show the Authority’s Purchase Order number and date.

2.5 If the Contractor requires packaging to be returned, it will be returned at the Contractor's expense.

1. SUPPLY OF SERVICES

3.1 The Contractor shall perform the Services in the manner and exercising that degree of skill, care, diligence, which would reasonably and ordinarily be expected from a skilled and experienced person engaged in providing the same or similar services as the Contractor in the same or similar circumstances as are relevant for the purposes of the Contract.

3.2 Where no delivery time is specified by the Authority the Services shall be provided within 10 working days of receipt of the order by the Contractor unless otherwise agreed between the parties. (NOT USED FOR THIS PROJECT)

3.3 The Contractor shall make good at its own expense any defects in the Service and/or workmanship which exist or may appear up to 6 months after completion of the Service. (NOT USED FOR THIS PROJECT)

3.4 Where applicable, the Contractor must provide the Authority with a copy of its insurance certificate under the Construction Industry Tax Deduction Scheme before commencing the Services.

1. SUBJECT MATTER OF THE CONTRACT AND CONTRACT PERIOD

4.1 This Contract is for [Insert Project Title].

4.2 The Contract period begins on [start date] and ends on [end date].

1. TITLE AND RISK

5.1 The title and risk in any Goods shall pass to the Authority upon acceptance by the Authority, in accordance with Condition 6.

1. ACCEPTANCE

6.1 The Authority shall not be deemed to have accepted the goods until one of its officers has been afforded a reasonable opportunity to examine them.

1. PAYMENT

 **Amount**

7.1 The price that the Authority shall pay for the Service is as set out on the Purchase Order and unless otherwise stated incorporates all incidental costs (except for VAT) incurred by the Contractor in providing the Service including but not limited to administration, collection, transport, packaging and disposal. For the avoidance of doubt, unless otherwise stated, all prices are exclusive of VAT.

7.2 The Authority shall provide up to a maximum of *[£… amount]* towards the total costs of the Project, of which *[£… amount (write amount in numbers and words)* will be paid in the current financial year.

7.3 The Authority does not guarantee funding for subsequent periods after the term of this Grant Contract. If the Authority were to provide additional funding this will depend on factors including:

1. The availability of funding to the Authority and
2. Full compliance with the terms of this Grant Contract by the Grantee in the period covered by this Grant Contract.

**Timing of payments**

7.4 Payment will be made 3 months in arrears.

7.5 The Authority will not authorise payment unless the Contractor has:

 (a) signed and returned a copy of this Contract to the Authority;

 (b) provided appropriate bank details including a method for identifying the Authority’s funding either in a separate bank account or by using project codes; and

 (c) complied with the terms of this Contract, especially the reporting requirements.

7.6 The Authority reserves the right to withhold all or any payments of the funding if it has reasonably requested information and/or documentation from the Contractor and this has not been provided to the Authority within the timescales reasonably required.

 **Reporting**

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7.7 The Grantee shall provide a quarterly monitoring report and a financial report every 3 months during the grant funding period starting from *[insert date].*

The **quarterly monitoring report** shall:

 (a) describe the Project activities completed and the results achieved

(b) contain an assessment of progress made against the proposals in original bid documents

1. refer to the indicators of success in Appendix 2 (the Final Bid Form).

7.8 The **financial reports** shall state:

 (a) how much funding was spent

 (b) the purpose of the expenditure in (a) above

 (c) whether any funding was used for consultant’s fees or travel expenses.

# 7.9 When the Project has been completed the Grantee shall prepare and send a final report (“the Project Completion Report”) to the Authority within the period that the Authority requests. This report shall contain a detailed breakdown of all expenditure for the grant funding period. The Authority will only make a final payment when the Project Completion Report has been submitted to the relevant representative of the Authority, in the format requested and with all of the information that is required.

# 7.10 The Contractor shall send originals or copies of invoices and receipts to the Authority within one (1) calendar month after sending a financial report to the Authority.

# Monitoring and Evaluation

7.11 The Authority will supervise the progress of the Project throughout the grant funding period and reserves the right to:

1. carry out Evaluation Visits at a time agreed with the Contractor and after giving reasonable notice; and/or
2. to appoint an external evaluator.

7.12 The method and timing of the Evaluation of the Project will be at the Authority’s discretion.

7.13 The Contractor will make staff available to meet with, answer questions and provide management information to the evaluator appointed by the Authority.

7.14 The Authority and the Contractor shall undertake a joint review of the Project if the Authority considers it necessary to refocus the Project outputs. If, at any stage, the Project outputs are not achieving the agreed objectives, impact and delivery the Authority may terminate the Project.

**Surplus funding**

7.15 The grant funding must be spent in the financial year for which it was approved. Funds may only be carried over *in exceptional circumstances* with the **prior written agreement** of the Authority’s authorised representative.

7.16 The Authority and the Grantee shall work together to ensure effective management of the grant funding provided under this Grant Contract.

1. WARRANTIES AND ACKNOWLEDGEMENTS

Supply of Goods (NOT USED FOR THIS PROJECT)

8.1 The Contractor warrants that the Goods which it is providing correspond to the description and/or sample given to the Authority by the Contractor and all other warranties, conditions or terms relating to the fitness for purpose, quality or condition of the Goods implied by statute or common law apply in relation to this Contract and may not be excluded.

8.2 The Contractor warrants that title to the Goods is free from all encumbrances and that the Contractor has the right to sell the same.

**Supply of Services**

8.3 The Contractor warrants that the Services which it provides under the Contract correspond to the Authority’s requirements and is consistent with the standards that are referred to in Condition 3.1 and any other standards which may be implied by statute or common law that apply to this Contract may not be excluded.

1. REMEDIES

**Supply of Goods (NOT USED FOR THIS PROJECT)**

9.1 If the Contractor does not deliver Goods on time the Authority may terminate the Contract and claim losses from the Contractor.

9.2 If the Contractor delivers faulty Goods to the Authority, the Authority may within a reasonable time period (at least 3 months from the date of delivery):

(a) notify the Contractor of the defect in such Goods and

(b) may request the Contractor to replace, repair or reinstate the Goods within such time period as is reasonable in the circumstances (no less than 24 hours).

9.3 Where the Contractor fails to comply with a request made under Condition 9.2(b) above, the Authority shall be entitled to a full refund and may cancel any further deliveries due at the Contractor’s expense.

**Supply of Services**

9.4 If the Contractor provides defective Services the Authority may require that they put this right within a reasonable specified time. Where the Contractor fails to comply with such a request within the specified time the Authority may carry out the remedial measures itself or through another contractor and recover any costs incurred from the Contractor. Any costs and expenses incurred may be set off against any monies owing to the Contractor.

1. PREVENTION OF CORRUPTION

10.1 The Authority may terminate this Contract and recover all its losses if the Contractor, their employees or anyone acting on the Contractor’s behalf corruptly offers, gives or agrees to give to anyone any inducement or reward in respect of this or any other Authority contract (even if the Contractor does not know this has been done); or commits an offence under the Bribery Act 2010.

1. OFFICIAL SECRETS ACTS AND CONFIDENTIALITY

Official Secrets Acts

11.1 The Contractor shall take all reasonable steps to ensure that all persons employed by him or by any sub-contractor in connection with the Contract are aware of the Official Secrets Acts 1911 to 1989, and understand that these Acts apply to them during and after performance of any work under or in connection with the Contract.

Confidentiality

11.2 The parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOI Act, the content of this Contract is not Confidential Information. The Authority shall be responsible for determining in its absolute discretion whether any of the content of the Contract is exempt from disclosure in accordance with the provisions of the FOI Act. Notwithstanding any other term of this Contract, the Contractor gives consent to the Authority to publish the Contract in its entirety, (but with any information which is exempt from disclosure in accordance with the provisions of the FOI Act redacted) including from time to time agreed changes to the Contract, to the general public.

11.3 The Authority may consult with the Contractor to inform its decision regarding any exemptions but the Authority shall have the final decision in its absolute discretion.

11.4 The Contractor shall assist and cooperate with the Authority to enable the Authority to publish this Agreement.

11.5 Condition 11.2 shall not apply to the extent that:

11.5.1 such disclosure is a requirement of Law placed upon the party making the disclosure, including any requirements for disclosure under the FOIA, Code of Practice on Access to Government Information or the Environmental Information Regulations 2004 pursuant to Condition 18.1 (Freedom of Information);

* + 1. such information was in the possession of the party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;
		2. such information was obtained from a third party without obligation of confidentiality;
		3. such information was already in the public domain at the time of disclosure otherwise than by a breach of this Contract; or
		4. it is independently developed without access to the other party's Confidential Information.

11.5 The Contractor may only disclose the Authority's Confidential Information to the persons it has employed or engaged who are directly involved in the provision of the Services and who need to know the information, and shall ensure that such persons are aware of and shall comply with these obligations as to confidentiality.

11.6 The Contractor shall not, and shall procure that the persons it has employed or engaged do not, use any of the Authority's Confidential Information received otherwise than for the purposes of this Contract.

11.7 At the written request of the Authority, the Contractor shall procure that those persons it has employed or engaged identified in the Authority's notice sign a confidentiality undertaking prior to commencing any work in accordance with this Contract.

11.8 Nothing in this Contract shall prevent the Authority from disclosing the Contractor's Confidential Information:

11.8.1 to any Crown Body or Overseas Governments. All Crown Bodies receiving such Confidential Information shall be entitled to further disclose the Confidential Information to other Crown Bodies on the basis that the information is confidential and is not to be disclosed to a third party which is not part of any Crown Body;

11.8.2 to any consultant, contractor or other person engaged by the Authority or any person conducting a Gateway or other assurance review;

11.8.3 for the purpose of the examination and certification of the Authority's accounts; or

11.8.4 for any examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Authority has used its resources.

11.9 The Authority shall use all reasonable endeavours to ensure that any Crown Body, employee, third party or sub-contractor to whom the Contractor's Confidential Information is disclosed pursuant to Condition 11.8 is made aware of the Authority's obligations of confidentiality.

11.10 Nothing in this Condition 11 shall prevent either party from using any techniques, ideas or know-how gained during the performance of this Contract in the course of its normal business to the extent that this use does not result in a disclosure of the other party's Confidential Information or an infringement of Intellectual Property Rights.

11.11 In the event that the Contractor fails to comply with this Condition 11, the Authority reserves the right to terminate the Contract by notice in writing with immediate effect.

11.12 The provisions under this Condition 11 are without prejudice to the application of the Official Secrets Acts 1911 to 1989 to any Confidential Information.

1. INTELLECTUAL PROPERTY RIGHTS.

12.1 Intellectual Property Rights in the Services and any Deliverables that are specifically developed or created for the Authority will be vested in the Authority (save that the Contractor will retain ownership of any Contractor Proprietary Materials which become imbedded in such Deliverables, which will be licensed in accordance with the provisions of Clause 12.3 (Intellectual Property Rights). The Contractor agrees to (and will procure that its personnel acting as consultants will) assign and hereby assigns (including by way of future assignment in the case of copyrights) to the Authority with full title guarantee all of its worldwide rights, title and interest (whether present, future, vested or contingent) in and to such Intellectual Property Rights, including moral rights, for the full term thereof.

12.2 The Contractor will execute all such documents and undertake any and all such acts, including but not limited to obtaining assignments of Intellectual Property Rights from personnel of the Contractor to the Contractor as may from time to time be required in order to vest the rights assigned pursuant to Clause 12.1 (Intellectual Property Rights) above properly in the Authority .

12.3 Where the Deliverables contain any Contractor Proprietary Material, then the Authority will be granted a perpetual, non-exclusive, transferable, worldwide, royalty free licence in respect of such Contractor Proprietary Material, to the extent necessary to use such Deliverables (including for the purposes of their adaptation, modification and/or reproduction).

12.4 The Contractor warrants, represents and undertakes that its provision of Services and Deliverables under this Contract will not infringe any Intellectual Property Rights of which a third party is the proprietor and that the Contractor is free to grant the licence set out in Clause 12.1 (Intellectual Property Rights). The Contractor agrees to indemnify and hold harmless the Authority against any and all liability, loss, damage, costs and expenses (including legal costs) which the Authority may incur or suffer as a result of any claim of alleged or actual infringement of a third party’s Intellectual Property Rights by reason of either its or the Contractor’s possession or use in any manner of any Deliverables or Services.]

1. FORCE MAJEURE

13.1 Neither Party shall be liable for failure to perform its obligations under the contract if such failure results from circumstances beyond that Party’s reasonable control. Strike action by a Party’s staff is not a Force Majeure event.

1. ENVIRONMENTAL REQUIREMENTS

14.1 In providing the Goods or Services the Contractor shall comply with the Department’s environmental policy, which is to conserve energy, water and other resources, reduce waste and phase out the use of ozone depleting substances and minimise the release of greenhouse gases, Volatile Organic Compounds and other substances damaging to health and the environment.

14.2 All written outputs, including reports, produced in connection with the Contract shall (unless otherwise specified) be produced on recycled paper containing at least 80% post consumer waste and used on both sides where appropriate.

14.3 Maximum use must be made of recycled materials in the manufacture of crates, pallets, boxes, cartons, cushioning and other forms of packaging.

14.4 Packaging must be capable of recovery for reuse or recycling.

1. HEALTH, SAFETY AND SECURITY

15.1 The Contractor shall ensure that all of the Contractor’s staff who have access to or are employed on the Authority’s premises comply with the Authority’s health, safety and security procedures and instructions and complete any additional security clearance procedures required by the Authority when working at the Authority’s premises.

1. ASSIGNMENT

16.1 The Contractor shall not sub-contract or transfer, assign, charge, or otherwise dispose of the Contract or any part of it without the prior written consent of the Authority.

1. SUB-CONTRACTING

17.1 Nothing in the Contract shall be construed to create a partnership, joint venture, agency or employer/employee relationship between the parties.

* 1. In carrying out the Services the Contractor will be acting as principal and not as the agent to the Authority. Accordingly:

17.2.1 The Contractor will not (and will procure that its agents and servants do not) say or do anything that might lead any other person to believe that the Contractor is acting as the agent of the Authority, and

17.2.2 Nothing in this Contract will impose any liability on the Authority in respect of any liability incurred by the Contractor to any other person but this will not be taken to exclude or limit any liability of the Authority to the Contractor that might arise by virtue of either a breach of this Contract or any negligence on the part of the Authority, its staff or agents.

* 1. Where the Contractor enters into a sub‑contract for the provision of any part of the Services, the Contractor shall ensure that a term is included in the sub‑contract which requires the Contractor to pay all sums due to the sub‑contractor within a specified period, not exceeding 30 days from the date of receipt of a valid invoice as defined by the terms of that sub‑contract.
	2. The sub-contract shall also include a provision enabling the Authority to have the ability to directly enforce the benefit of the sub-contract under the Contracts (Rights of Third Parties) Act 1999, obligations in respect of security and secrecy, intellectual property and audit rights for the benefit of the Authority corresponding to those placed on the Contractor, but with such variations as the Authority reasonably considers necessary.  The Contractor shall not include in any sub-contract any provision the effect of which would be to limit the ability of the Sub-contractor to contract directly with the Authority or a replacement provider of Services.

17.5 For the avoidance of doubt, in this Contract all persons engaged by the Services Provider and used under this Contract (whether permanent or temporary) will be used as part of the Services provision offered by the Service Provider. Any and all persons engaged by the Services Provider shall sign terms of engagement with the Service Provider and shall not be deemed to have an employment or co-employment relationship with the Authority. In respect of its staff and all other persons engaged by it to deliver the Services under the Contract, the Services Provider is responsible for ensuring the payment of remuneration, for making statutory deductions and for payment of all statutory contributions in respect of earnings related National Insurance and the administration of income tax (PAYE) which is applicable by law. All Parties shall adhere to all employment legislation.

1. DISCLOSURE OF INFORMATION

18.1 To enable compliance with the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, the Authority reserves the right to disclose information about this Contract pursuant to a valid request for information.

18.2 The Contractor shall not disclose any information relating to the Contract or the Authority’s activities without the prior written consent of the Authority, which shall not be unreasonably withheld. Such consent shall not be required where the information is already in the public domain, is in the possession of the Contractor without restriction as to its disclosure, or is received from a third party who lawfully acquired it and is under no obligation restricting its disclosure.

18.3 The Authority is subject to the Data Protection Act 1998 and under the provisions of that Act it is a Data Controller and the Contractor is a Data Processor. To ensure that the Authority complies with its obligations under the Data protection Act 1998, the Contractor agrees:

18.3.1 to process Personal Data only in accordance with instructions from the Authority and only to the extent, and in such manner, as is necessary for the provision of the Services or as is required by Law or any Regulatory Body;

18.3.2 to take appropriate organisational steps to protect the Personal Data from unauthorised or unlawful access or use, accidental loss, destruction, damage, alteration or disclosure.

18.3.3 to take reasonable steps to ensure the Contractor’s Staff understand that the Personal Data is confidential and the importance of maintaining this confidentiality.

18.3.4 to obtain the Authority’s consent in writing before transferring Personal Data to any sub-contractors or anyone else involved in providing the Services.

1. DISCRIMINATION

19.1 The Contractor shall not unlawfully discriminate either directly or indirectly on protected characteristics such as race, colour, ethnic or national origin, disability, sex or sexual orientation, religion or belief, or age. The Contractor shall not unlawfully discriminate within the meaning and scope of the provisions of all relevant legislation including the Equality Act 2010 or other relevant or equivalent legislation, as amended from time to time.

1. CONFLICT OF INTEREST

20.1 The Contractor shall establish and maintain appropriate business standards, procedures and controls to ensure that no conflict of interest arises between Services undertaken for the Authority and that undertaken for other clients or the provision of Goods for the Authority and that undertaken for other clients. The Contractor shall avoid knowingly committing any acts which are likely to result in any allegation of impropriety against the Authority, including conflicts of interest which are likely to prejudice his independence and objectivity in performing the Contract, however this might arise.

20.2 The Contractor shall notify the Authority immediately of any circumstances it becomes aware of which give rise or potentially give rise to a conflict with the Contractor’s provision of the Goods or Services and shall advise the Authority of how they intend to avoid such a conflict arising or remedy such situation.

20.3 Where a potential or actual conflict of interest arises, the Contractor shall subject to any obligations of confidentiality it may have to third parties provide all information and assistance reasonably necessary (at the Contractor's cost) that the Authority may request of the Contractor in order to avoid or resolve the conflict of interest and shall ensure that at all times they work together with the Authority with the aim of avoiding a conflict or remedy a conflict.

20.4 Where it considers further or extensive action is necessary to identify and/or manage a conflict of interest the Authority shall have the right to require that the Contractor puts in place "Ethical Walls" and will ensure and satisfy the Authority that all information relating to the Contract and to the Services and Deliverables completed pursuant to it (to include all working papers, draft reports in both tangible and intangible form) are not shared or made available to other employees, contractors or agents of the Contractor and that such matters are not discussed by the relevant staff with other employees, contractors or agents of the Contractor.

20.5 In the event of a failure to maintain the "Ethical Walls" as described in Condition 20.4 arising during the course of this Contract, the Authority reserves the right to immediately terminate the Contract on giving written notice to the Contractor and to pursue the Contractor for damages.

20.6Ifthe Contractor's staff breach this Conflict of Interest Condition, the Contractor undertakes to keep the Authority fully and effectively indemnified in respect of all costs, losses and liabilities arising from any wrongful disclosure or misuse of the Confidential Information by the Contractor's staff. This indemnity shall be without prejudice to any other rights or remedies, including injunctive or other equitable relief, which the Authority may be entitled to, but for the avoidance of doubt shall be subject to the limitations of liability (including without limitation the cap on liability) set out in this Contract.

1. LOSS OR DAMAGE

21.1 The Contractor shall, without delay and at the Contractor’s own expense, reinstate, replace or make good to the satisfaction of the Authority, or if the Authority agrees, compensate the Authority, for any loss or damage connected with the performance of the Contract, except to the extent that such loss or damage is caused by the neglect or default of the Authority. “Loss or damage” includes but is not limited to loss or damage to property, personal injury, sickness or death and loss of use suffered as a result of any loss or damage.

1. RECOVERY OF SUMS FROM CONTRACTOR

22.1 Whenever under the Contract any sum or sums of money shall be recoverable from or payable by the Contractor to the Authority, that amount may be deducted from any sum then due, or which at any later time may become due, to the Contractor under the Contract or under any other contract with the Authority or with any department, agency or office of Her Majesty’s Government.

1. TERMINATION

23.1 If the Contractor fails to fulfil its obligations under the Contract, the Authority may terminate the Contract immediately by written notice and, in accordance with Condition 22 may recover from the Contractor any reasonable costs necessarily and properly incurred by the Authority as a consequence of termination.

23.2 Without prejudice to Condition 23.1, the Authority shall at any time have the right to terminate the Contract or reduce the quantity of Goods or Services to be provided by the Contractor by giving the Contractor one month’s written notice. During the period of notice the Authority may direct the Contractor to perform all or any of the work under the Contract. Where the Authority has invoked either of these rights, the Contractor may claim reasonable costs which it has incurred necessarily and properly as a result of the termination or reduction provided that the claim shall not exceed the total cost of the Contract. The Contractor’s claim for reasonable costs shall not include loss of profit and consequential losses.

23.3 Termination or reduction under this provision shall not affect the rights of the parties to the Contract that may have accrued up to the date of termination.

1. INSURANCE

24.1 Where relevant and/or required by law, the Contractor shall put in place and maintain an adequate level of insurance cover in respect of all risks that may be incurred by him in the performance of this Contract. This must include Public liability. The Contractor shall indemnify the Authority and keep the Authority indemnified fully against all claims, proceedings, actions, damages, costs, legal costs expenses and any other liabilities which may arise out of, or in consequence of, the supply, or the late or purported supply, of the Services or the performance or non-performance by the Contractor of its obligations under the Contract or the presence of the Contractor or any Staff on the Premises, including without limitation, in respect of any death or personal injury, loss of or damage to property, financial loss arising from any advice given or omitted to be given by the Contractor, or any other loss which is caused directly or indirectly by any act or omission of the Contractor or their subcontractors.

24.2 The Contractor shall not be responsible for any injury, loss, damage, cost or expense if and to the extent that it is caused by the negligence or wilful misconduct of the Authority or by breach by the Authority of its obligations under the Contract.

24.3 Notwithstanding any other term of this Agreement, the annual aggregate liability of either Party whether in contract, tort (including negligence), for breach of statutory duty or otherwise shall be limited to £1 million..

1. NOTICES
	1. A Notice may be served by the Authority on the Contractor in the following ways:
		1. By delivery to the Contractor’s place of busines or any other address to which the Parties have agreed previously and recorded in writing that a Notice can be sent; or
		2. By sending it by facsimile to the Contractor; or
		3. By ordinary first class post to the Contractor’s last known place of business or registered office.
	2. A notice shall be deemed served at the time of delivery, after four hours for a facsimile, or on the second working day after posting.
2. VARIATIONS TO THE CONTRACT

26.1 The Parties may agree a variation to the Contract but this will not be effective until it has been recorded in writing and signed by the Contractor and a senior officer of the Authority requiring the Services and/or Goods. This Condition does not affect the Authority’s sole right in Condition 23.2 to reduce the quantity of Goods or Services which it requires under the Contract.

1. GENERAL

27.1 These Conditions shall apply to the exclusion of all other terms and conditions including any terms and conditions which the Contractor may seek to apply under any purchase order, confirmation of order, invoice, delivery note or similar document.

27.2 The Contractor shall be deemed to have accepted the terms and conditions of the Contract by delivering the Goods and/or Service.

27.3 Time for delivery of Goods and/or provision of the Service shall be of the essence of the Contract.

27.4 If either Party does not enforce any one or more of the terms or conditions of this Contract this does not mean that the Party has given up the right at any time subsequently to enforce all terms and conditions of this Contract.

27.5 The Authority shall in no circumstances be liable for any claim, loss or damage whether arising in contract, tort (including negligence) or otherwise, for consequential, economic, special or other indirect loss and shall not be liable for any losses calculated by reference to profits, contracts, business, goodwill, income, production or accruals whether direct or indirect and whether or not arising out of any liability of the Contractor to any other person.

1. DISPUTE RESOLUTION

28.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Contract before taking any legal action.

1. LAW

29.1 The Contract shall be governed by and interpreted in accordance with the law of England and Wales and the Parties submit to the exclusive jurisdiction of the courts of England.

**30. TRANSPARENCY**

30.1 The parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOI Act, the content of this Contract is not Confidential Information. The Authority shall be responsible for determining in its absolute discretion whether any of the content of the Contract is exempt from disclosure in accordance with the provisions of the FOI Act. Notwithstanding any other term of this Contract, the Contractor gives consent to the Authority to publish the Contract in its entirety, (but with any information which is exempt from disclosure in accordance with the provisions of the FOI Act redacted) including from time to time agreed changes to the Contract, to the general public.

30.1.1 The Authority may consult with the Contractor to inform its decision regarding any exemptions but the Authority shall have the final decision in its absolute discretion.

30.1.2 The Contractor shall assist and cooperate with the Authority to enable the Authority to publish this Agreement.

**Section 3: Schedule of Prices and Rates**

PLEASE SEE APPENDIX 1: Activity Based Budget

**Section 4: Statement of Requirements**

PLEASE SEE APPENDIX 2: Full Proposal form