

## CPG/2704/2018

### PROVISION OF A SERVICE TO COORDINATE A SERIES OF SEMINAR PROMOTING THE INVESTMENTS INTO THE UK

#### ATTACHMENT 1 – RFQ COVER AND INSTRUCTIONS

1. On behalf of the Foreign and Commonwealth Office (FCO) as represented by British Embassy Tokyo, I am looking for a supplier who could coordinate a series of seminar across Japan to promote investment into the UK. Further details on the requirement are set out in the attached Specification/Terms of Reference.
2. Please include in your reply a nominated point of contact with telephone, e-mail and postal address details.
3. Estimated contract duration for **(Phase 1)** is **4 months starting 01 July 2018 until 31 October 2018** ; with an option to extend to **(Phase 2)** for **5 months starting 1 November 2018 until 31 March 2019**.
4. A Purchase Order number for this requirement will be provided.
5. Your quote should remain valid for 90 days from the required date of receipt and all costs should be stated in JPY or GBP. Your quotation should be inclusive all costs.
6. Your quote must be received on or before **1600 on Thursday 14 June 2018 (Japan time)**. Late bids will not be accepted.
7. Send your response to **[APAC.Procurement@fco.gov.uk](mailto:APAC.Procurement@fco.gov.uk)**, and use the title: **CPG/2704/2018 Japan PF Service to Coordinate a Seminar**.
8. If you have any questions, please contact **APAC Procurement hub** at **[APAC.Procurement@fco.gov.uk](mailto:APAC.Procurement@fco.gov.uk)**.
9. Answers will be shared with all bidders. Use the title: **RFQ QUESTION CPG/2704/2018 Japan PF Service to Coordinate a Seminar**.
10. Should your quotation be accepted, this request, the attached Specification, and your response will form a legally binding contract between you and the FCO under the terms and conditions set out in the associated FCO Contract.
11. This Request for a Quote does not imply any commitment on the part of the FCO.
12. From 2<sup>nd</sup> April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking Scheme (GPMS). A key aspect of this is the reduction in the number of security classifications used. All potential suppliers should make themselves aware of the changes as it may impact on this Requirement. The following link to the Gov.uk website provides information on the new GSC - <https://www.gov.uk/government/publications/government-security-classifications>

## ATTACHMENT 2 - TERMS OF CONTRACT FOR THE PROVISION OF SERVICES

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## 1 Interpretation

### 1.1 In these terms and conditions:

"Agreement"	means the contract between (i) the Customer acting as part of the Crown and (ii) the Supplier constituted by the Supplier's countersignature of the Award Letter and includes the Award Letter and Annexes;
"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.
"Authority's Representative"	means the individual authorised to act on behalf of the Authority for the purposes of the Contract.
"Award Letter"	means the letter from the Customer to the Supplier printed above these terms and conditions;
"Central Government Body"	means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: (a) Government Department; (b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal); (c) Non-Ministerial Department; or (d) Executive Agency;
"Charges"	means the charges specified in the Award Letter;
"Code of Conduct"	Means the Agreement at Annex 5 to this Contract
"Confidential Information"	means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is marked as or stated to be confidential; or (iii) ought reasonably to be considered by the receiving Party to be confidential;
"Contract Period"	Is the term of the contract from the Commencement Date till the expiry date
"Contracts Finder"	Is the Government's publishing portal for public sector procurement opportunities
"Controller, Processor, Data Subject, Personal Data, Personal Data Breach, Data Protection Officer"	take the meaning given in the GDPR;
"Credit Transfer"	is a payment instruction from the Authority to its bank or payment service provider to transfer an amount of money to another account.
"Customer"	means the person named as Customer in the Award Letter who is the "Authorities Representative";
"Data Protection Legislation"	means (i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the DPA 2018 [ subject to Royal Assent ] to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy;
"Data Protection Impact Assessment"	means an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data;
"Data Loss Event"	means any event that results, or may result, in unauthorised access to Personal Data held by the Contractor under this Agreement, and/or actual or potential loss and/or destruction of Personal Data in breach of this Agreement, including any Personal Data Breach;
"Data Subject Access Request"	means 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;
"DPA"	means the Data Protection Act 2018;
"EIR"	means Environmental Information Regulations 2004;
"Expiry Date"	means the date for expiry of the Agreement as set out in the Award Letter;

"FOIA"	means the Freedom of Information Act 2000;
"GDPR"	means the General Data Protection Regulation ( <i>Regulation (EU) 2016/679</i> );
"Goods"	means the goods to be supplied by the Supplier to the Customer under the Agreement;
"GPC"	means the Government Procurement credit card used for purchasing and/or making payment;
"Information"	has the meaning given under section 84 of the FOIA;
"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;
"Key Personnel"	means any persons specified as such in the Award Letter or otherwise notified as such by the Customer to the Supplier in writing;
"LED"	means Law Enforcement Directive ( <i>Directive (EU) 2016/680</i> );
"Law"	means any law, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, by-law, enforceable right within the meaning of Section 2 of the European Communities Act 1972, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements with which the Contractor is bound to comply;
"Notice"	means information from either Party to the other Party about a particular action that has been taken;
"Party"	means the Supplier or the Customer (as appropriate) and "Parties" shall mean both of them;
"Personal Data"	means personal data (as defined in the DPA) which is processed by the Supplier or any Staff on behalf of the Customer pursuant to or in connection with this Agreement;
"Protective Measures"	means appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the such measures adopted by it;
"Purchase Order"	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;
"Purchase Order Number"	means the Customer's unique number relating to the Contract;
"Regulatory Body"	means any organisation/authority that is authorised to set directions for or monitor standards set out in law;
"Request for Information"	has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term "request" shall apply);
"SME"	means an enterprise falling within the category of micro, small and medium-sized enterprises defined by the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises;
"Services"	means the services to be supplied by the Supplier to the Customer under the Agreement;
"Specification"	means the specification for the Services or Services (including as to quantity, description and quality) as specified in the Award Letter;
"Staff"	means all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any sub-contractor of the Supplier engaged in the performance of the Supplier's obligations under the Agreement;
"Staff Vetting Procedures"	means vetting procedures that accord with good industry practice or, where requested by the Customer, the Customer's procedures for the vetting of personnel as provided to the Supplier from time to time;
"Sub-processor"	means any third Party appointed to process Personal Data on behalf of the Contractor related to this Agreement;

“Supplier”	means the person named as Supplier in the Award Letter;
“Term”	means the period from the start date of the Agreement set out in the Award Letter to the Expiry Date as such period may be extended in accordance with <b>Condition 4 (Term)</b> or terminated in accordance with the terms and conditions of the Agreement;
“VAT”	means value added tax in accordance with the provisions of the Value Added Tax Act 1994;
“VCSE”	means a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives.
“Working Day”	means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.

- 1.2 In these terms and conditions, unless the context otherwise requires:
- 1.2.1 references to numbered Conditions are references to the relevant Condition in these terms and conditions;
- 1.2.2 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;
- 1.2.3 the headings to the Conditions of these terms and conditions are for information only and do not affect the interpretation of the Agreement;
- 1.2.4 any reference to an enactment includes reference to that enactment as amended or replaced from time to time and to any subordinate legislation or byelaw made under that enactment; and
- 1.2.5 the word ‘including’ shall be understood as meaning ‘including without limitation’.

## **2 Basis of Agreement**

- 2.1 The Award Letter constitutes an offer by the Customer to purchase the Services subject to and in accordance with the terms and conditions of the Agreement.
- 2.2 The offer comprised in the Award Letter shall be deemed to be accepted by the Supplier on receipt by the Customer of a copy of the Award Letter countersigned by the Supplier within 7 days of the date of the Award Letter.

## **3 Supply of Services**

- 3.1 In consideration of the Customer’s agreement to pay the Charges, the Supplier shall supply the Services to the Customer for the Term subject to and in accordance with the terms and conditions of the Agreement.
- 3.2 In supplying the Services, the Supplier shall:
- 3.2.1 co-operate with the Customer in all matters relating to the Services and comply with all the Customer’s instructions;
- 3.2.2 perform the Services with all reasonable care, skill and diligence in accordance with good industry practice in the Supplier’s industry, profession or trade;
- 3.2.3 use Staff who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier’s obligations are fulfilled in accordance with the Agreement;
- 3.2.4 ensure that the Services shall conform with all descriptions and specifications set out in the Specification;
- 3.2.5 comply with all applicable laws; and
- 3.2.6 provide all equipment, tools and vehicles and other items as are required to provide the Services.
- 3.3 The Customer may by written notice to the Supplier at any time request a variation to the scope of the Services. In the event that the Supplier agrees to any variation to the scope of the Services, the Charges shall be subject to fair and reasonable adjustment to be agreed in writing between the Customer and the Supplier.

## **4 Term**

- 4.1 The Agreement shall take effect on the date specified in Award Letter and shall expire on the Expiry Date, unless it is otherwise extended in accordance with *Condition 4 (Term)* or terminated in accordance with the terms and conditions of the Agreement.
- 4.2 The Customer may extend the Agreement for a period of up to 6 months by giving not less than 10 Working Days’ notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of the Agreement shall apply throughout any such extended period.

## **5 Delivery – UNUSED**

## **6 Property and Guarantee of Title – UNUSED**

## **7 Charges, Payment and Recovery of Sums Due**

- 7.1 The Charges for the Services shall be as set out in the Award Letter and shall be the full and exclusive remuneration of the Supplier in respect of the supply of the Services. Unless otherwise agreed in writing by the Customer, the Charges shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the performance of the Services.

- 7.2 The Contractor shall add VAT to the Agreement Price at the prevailing rate as applicable
- 7.3 The Authority may elect to pay for the services by invoice via credit transfer, Government Procurement Card or such other method as the Parties may agree. To enable the Customer to verify the accuracy of the charges, the Supplier shall provide supportive information as the Customer requires, including a breakdown of the Services supplied.
- If the Authority elects to pay against an invoice, The Authority shall pay the Contractor within 30 days of receipt of an undisputed invoice by payment direct to the Contractors bank account as a credit transfer.
- 7.4 In consideration of the supply of the Services by the Supplier, the Customer shall pay the Supplier the charges no later than 30 days after verifying that the charge is valid and undisputed. If paying by invoice, a valid Purchase Order Number is required.
- 7.5 If the Customer fails to consider and verify a charge in a timely fashion the charge shall be regarded as valid and undisputed for the purpose of *Condition 7.4 (Charges, Payment and Recovery of Sums Due)* after a reasonable time has passed
- 7.6 The Customer may, without prejudice to any other rights and remedies under the Agreement, withhold or reduce payments in the event of unsatisfactory performance.
- 7.7 If there is a dispute between the Parties as to the amount charged, the Customer shall pay the undisputed amount. The Supplier shall not suspend the supply of the Services unless the Supplier is entitled to terminate the Agreement for a failure to pay undisputed sums in accordance with *Condition 15 (Termination)*. *Any disputed amounts shall be resolved through the dispute resolution procedure detailed in Condition 20 (Dispute Resolution)*.
- 7.8 If a payment of an undisputed amount is not made by the Customer by the due date, then the Customer shall pay the Supplier interest at the interest rate specified in the Late Payment of Commercial Debts (Interest) Act 1998.
- 7.9 Where the Supplier enters into a sub-contract, the Supplier shall include in that sub-contract:
- 7.9.1 provisions having the same effects as *Conditions 7.3 to 7.7 (Charges, Payment and Recovery of Sums Due)* of this Agreement; and
- 7.9.2 a provision requiring the counterparty to that sub-contract to include in any sub-contract which it awards provisions having the same effect as *Conditions 7.3 to 7.8 (Charges, Payment and Recovery of Sums Due)* of this Agreement.
- 7.9.3 In this *Condition 7.8 (Charges, Payment and Recovery of Sums Due)*, "sub-contract" means a contract between two or more suppliers, at any stage of remoteness from the Authority in a subcontracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Agreement.
- 7.10 If any sum of money is recoverable from or payable by the Supplier under the Agreement (including any sum which the Supplier is liable to pay to the Customer in respect of any breach of the Agreement), that sum may be deducted unilaterally by the Customer from any sum then due, or which may come due, to the Supplier under the Agreement or under any other agreement or contract with the Customer. The Supplier shall not be entitled to assert any credit, set-off or counterclaim against the Customer in order to justify withholding payment of any such amount in whole or in part.

## **8 Premises and equipment**

- 8.1 If necessary, the Customer shall provide the Supplier with reasonable access at reasonable times to its premises for the purpose of supplying the Services. All equipment, tools and vehicles brought onto the Customer's premises by the Supplier or the Staff shall be at the Supplier's risk.
- 8.2 If the Supplier supplies all or any of the Services at or from the Customer's premises, on completion of the Services or termination or expiry of the Agreement (whichever is the earlier) the Supplier shall vacate the Customer's premises, remove the Supplier's plant, equipment and unused materials and all rubbish arising out of the provision of the Services and leave the Customer's premises in a clean, safe and tidy condition. The Supplier shall be solely responsible for making good any damage to the Customer's premises or any objects contained on the Customer's premises which is caused by the Supplier or any Staff, other than fair wear and tear.
- 8.3 If the Supplier supplies all or any of the Services at or from its premises or the premises of a third party, the Customer may, during normal business hours and on reasonable notice, inspect and examine the manner in which the relevant Services are supplied at or from the relevant premises.
- 8.4 The Customer shall be responsible for maintaining the security of its premises in accordance with its standard security requirements. While on the Customer's premises the Supplier shall, and shall procure that all Staff shall, comply with all the Customer's security requirements.
- 8.5 Where all or any of the Services are supplied from the Supplier's premises, the Supplier shall, at its own cost, comply with all security requirements specified by the Customer in writing.
- 8.6 Without prejudice to *Condition 3 (Supply of Services)*, any equipment provided by the Customer for the purposes of the Agreement shall remain the property of the Customer and shall be used by the Supplier and the Staff only for the purpose of carrying out the Agreement. Such equipment shall be returned promptly to the Customer on expiry or termination of the Agreement.
- 8.7 The Supplier shall reimburse the Customer for any loss or damage to the equipment (other than deterioration resulting from normal and proper use) caused by the Supplier or any Staff. Equipment supplied by the Customer shall be deemed to be in a good condition when received by the Supplier or relevant Staff unless the Customer is notified otherwise in writing within 5 Working Days.

## **9 Staff and Key Personnel**

- 9.1 If the Customer reasonably believes that any of the Staff are unsuitable to undertake work in respect of the Agreement, it may, by giving written notice to the Supplier:

- 9.1.1 refuse admission to the relevant person(s) to the Customer's premises;
- 9.1.2 direct the Supplier to end the involvement in the provision of the Services of the relevant person(s); and/or
- 9.1.3 require that the Supplier replace any person removed under this Condition with another suitably qualified person and procure that any security pass issued by the Customer to the person removed is surrendered, and the Supplier shall comply with any such notice.
- 9.2 The Supplier shall:
  - 9.2.1 ensure that all Staff are vetted in accordance with the Staff Vetting Procedures;
  - 9.2.2 if requested, provide the Customer with a list of the names and addresses (and any other relevant information) of all persons who may require admission to the Customer's premises in connection with the Agreement; and
  - 9.2.3 procure that all Staff comply with any rules, regulations and requirements reasonably specified by the Customer.
- 9.3 Any Key Personnel shall not be released from supplying the Services without the agreement of the Customer, except by reason of long-term sickness, maternity leave, paternity leave, termination of employment or other extenuating circumstances.
- 9.4 Any replacements to the Key Personnel shall be subject to the prior written agreement of the Customer (not to be unreasonably withheld). Such replacements shall be of at least equal status or of equivalent experience and skills to the Key Personnel being replaced and be suitable for the responsibilities of that person in relation to the Services.

## **10 Assignment and sub-contracting**

- 10.1 The Supplier shall not without the written consent of the Customer assign, sub-contract, novate or in any way dispose of the benefit and/ or the burden of the Agreement or any part of the Agreement. The Customer may, in the granting of such consent, provide for additional terms and conditions relating to such assignment, sub-contract, novation or disposal. The Supplier shall be responsible for the acts and omissions of its sub-contractors as though those acts and omissions were its own.
- 10.2 Where the Customer has consented to the placing of sub-contracts, the Supplier shall, at the request of the Customer, send copies of each sub-contract, to the Customer as soon as is reasonably practicable.
- 10.3 The Customer may assign, novate, or otherwise dispose of its rights and obligations under the Agreement without the consent of the Supplier provided that such assignment, novation or disposal shall not increase the burden of the Supplier's obligations under the Agreement.

## **11 Intellectual Property Rights**

- 11.1 All intellectual property rights in any materials provided by the Customer to the Supplier for the purposes of this Agreement shall remain the property of the Customer but the Customer hereby grants the Supplier a royalty-free, non-exclusive and non-transferable licence to use such materials as required until termination or expiry of the Agreement for the sole purpose of enabling the Supplier to perform its obligations under the Agreement.
- 11.2 All intellectual property rights in any materials created or developed by the Supplier pursuant to the Agreement or arising as a result of the provision of the Services shall vest in the Supplier. If, and to the extent, that any intellectual property rights in such materials vest in the Customer by operation of law, the Customer hereby assigns to the Supplier by way of a present assignment of future rights that shall take place immediately on the coming into existence of any such intellectual property rights all its intellectual property rights in such materials (with full title guarantee and free from all third party rights).
- 11.3 The Supplier hereby grants the Customer:
  - 11.3.1 a perpetual, royalty-free, irrevocable, non-exclusive licence (with a right to sub-license) to use all intellectual property rights in the materials created or developed pursuant to the Agreement and any intellectual property rights arising as a result of the provision of the Services; and
  - 11.3.2 a perpetual, royalty-free, irrevocable and non-exclusive licence (with a right to sub-license) to use:
    - (a) any intellectual property rights vested in or licensed to the Supplier on the date of the Agreement; and
    - (b) any intellectual property rights created during the Term but which are neither created or developed pursuant to the Agreement nor arise as a result of the provision of the Services, including any modifications to or derivative versions of any such intellectual property rights, which the Customer reasonably requires in order to exercise its rights and take the benefit of the Agreement including the Services provided.
- 11.4 The Supplier shall indemnify, and keep indemnified, the Customer in full against all costs, expenses, damages and losses (whether direct or indirect), including any interest, penalties, and reasonable legal and other professional fees awarded against or incurred or paid by the Customer as a result of or in connection with any claim made against the Customer 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 Services, to the extent that the claim is attributable to the acts or omission of the Supplier or any Staff.

## **12 Governance and Records**

- 12.1 The Supplier shall:
  - 12.1.1 attend progress meetings with the Customer at the frequency and times specified by the Customer and shall ensure that its representatives are suitably qualified to attend such meetings; and
  - 12.1.2 submit progress reports to the Customer at the times and in the format specified by the Customer.
- 12.2 The Supplier shall keep and maintain until 6 years after the end of the Agreement, or as long a period as may be agreed between the Parties,

full and accurate records of the Agreement including all payments made by the Customer. The Supplier shall on request afford the Customer or the Customer's representatives such access to those records as may be reasonably requested by the Customer in connection with the Agreement.

### **13 Confidentiality**

- 13.1 The parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, 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 FOIA. 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 FOIA redacted) including from time to time agreed changes to the Contract, to the general public.
- 13.2 The Authority may consult with the Contractor to inform its decision regarding any exemptions to FOIA but the Authority shall have the final decision in its absolute discretion.
- 13.3 The Contractor shall assist and cooperate with the Authority to enable the Authority to publish this Agreement.
- 13.4 *Condition 13.2 (Confidentiality)* shall not apply to the extent that:
- 13.4.1 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 EIR, save that 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.
- 13.4.2 Such information was in the possession of the party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;
- 13.4.3 Such information was obtained from a third party without obligation of confidentiality;
- 13.4.4 Such information was already in the public domain at the time of disclosure otherwise than by a breach of this Contract; or
- 13.4.5 It is independently developed without access to the other party's Confidential Information.
- 13.5 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.
- 13.6 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.
- 13.7 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.
- 13.8 Nothing in this Contract shall prevent the Authority from disclosing the Contractor's Confidential Information:
- 13.8.1 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;
- 13.8.2 To any consultant, contractor or other person engaged by the Authority or any person conducting a Gateway or other assurance review;
- 13.8.3 For the purpose of the examination and certification of the Authority's accounts; or
- 13.8.4 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.
- 13.9 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 13.8 (Confidentiality)* is made aware of the Authority's obligations of confidentiality.
- 13.10 Nothing in this *Condition 13 (Confidentiality)* 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.
- 13.11 In the event that the Contractor fails to comply with this *Condition 13 (Confidentiality)*, the Authority reserves the right to terminate the Contract by notice in writing with immediate effect.
- 13.12 The provisions under this *Condition 13 (Confidentiality)* are without prejudice to the application of the Official Secrets Acts 1911 to 1989 to any Confidential Information.

### **14 Data Protection**

- 14.1 The Parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor. The only processing that the Contractor is authorised to do is listed in *Annex 4 to the Contract (Processing Data Schedule)* by the Customer and may not be determined by the Contractor.
- 14.2 The Contractor shall notify the Customer immediately if it considers that any of the Customer's instructions infringe the Data Protection Legislation.



- 14.3 The Contractor shall provide all reasonable assistance to the Customer in the preparation of any Data Protection Impact Assessment prior to commencing any processing. Such assistance may, at the discretion of the Customer, include:
- (a) a systematic description of the envisaged processing operations and the purpose of the processing;
  - (b) an assessment of the necessity and proportionality of the processing operations in relation to the Services;
  - (c) an assessment of the risks to the rights and freedoms of Data Subjects; and
  - (d) the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.
- 14.4 The Contractor shall, in relation to any Personal Data processed in connection with its obligations under this Agreement:
- (a) process that Personal Data only in accordance with *Annex 4 to the Contract (Processing Data Schedule)*, unless the Contractor is required to do otherwise by Law. If it is so required the Contractor shall promptly notify the Customer before processing the Personal Data unless prohibited by Law;
  - (b) ensure that it has in place Protective Measures, which have been reviewed and approved by the Customer as appropriate to protect against a Data Loss Event having taken account of the:
    - (i) nature of the data to be protected;
    - (ii) harm that might result from a Data Loss Event;
    - (iii) state of technological development; and
    - (iv) cost of implementing any measures;
  - (c) ensure that:
    - (i) the Contractor Personnel do not process Personal Data except in accordance with this Agreement (and in particular *Annex 4 to the Contract (Processing Data Schedule)*);
    - (ii) it takes all reasonable steps to ensure the reliability and integrity of any Contractor Personnel who have access to the Personal Data and ensure that they:
      - (A) are aware of and comply with the Contractor's duties under this condition;
      - (B) are subject to appropriate confidentiality undertakings with the Contractor or any Sub-processor;
      - (C) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third Party unless directed in writing to do so by the Customer or as otherwise permitted by this Agreement; and
      - (D) have undergone adequate training in the use, care, protection and handling of Personal Data; and
  - (d) not transfer Personal Data outside of the EU unless the prior written consent of the Customer has been obtained and the following conditions are fulfilled:
    - (i) the Customer or the Contractor has provided appropriate safeguards in relation to the transfer (whether in accordance with GDPR Article 46 or LED Article 37) as determined by the Customer;
    - (ii) the Data Subject has enforceable rights and effective legal remedies;
    - (iii) the Contractor complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the Customer in meeting its obligations); and
    - (iv) the Contractor complies with any reasonable instructions notified to it in advance by the Customer with respect to the processing of the Personal Data;
  - (e) at the written direction of the Customer, delete or return Personal Data (and any copies of it) to the Customer on termination of the Agreement unless the Contractor is required by Law to retain the Personal Data.
- 14.5 Subject to *Condition 14.6 (Data Protection)*, the Contractor shall notify the Customer immediately if it:
- (a) receives a Data Subject Access Request (or purported Data Subject Access Request);
  - (b) receives a request to rectify, block or erase any Personal Data;
  - (c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
  - (d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Agreement;
  - (e) receives a request from any third Party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law;

or

- (f) becomes aware of a Data Loss Event.
- 14.6 The Contractor's obligation to notify under *Condition 14.5 (Data Protection)* shall include the provision of further information to the Customer in phases, as details become available.
- 14.7 Taking into account the nature of the processing, the Contractor shall provide the Customer with full assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under *Condition 14.5 (Data Protection)* (and insofar as possible within the timescales reasonably required by the Customer) including by promptly providing:
- (a) the Customer with full details and copies of the complaint, communication or request;
  - (b) such assistance as is reasonably requested by the Customer to enable the Customer to comply with a Data Subject Access Request within the relevant timescales set out in the Data Protection Legislation;
  - (c) the Customer, at its request, with any Personal Data it holds in relation to a Data Subject;
  - (d) assistance as requested by the Customer following any Data Loss Event;
  - (e) assistance as requested by the Customer with respect to any request from the Information Commissioner's Office, or any consultation by the Customer with the Information Commissioner's Office.
- 14.8 The Contractor shall maintain complete and accurate records and information to demonstrate its compliance with this condition. This requirement does not apply where the Contractor employs fewer than 250 staff, unless:
- (a) the Customer determines that the processing is not occasional;
  - (b) the Customer determines the processing includes special categories of data as referred to in Article 9(1) of the GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the GDPR; and
  - (c) the Customer determines that the processing is likely to result in a risk to the rights and freedoms of Data Subjects.
- 14.9 The Contractor shall allow for audits of its Data Processing activity by the Customer or the Customer's designated auditor.
- 14.10 The Contractor shall designate a data protection officer if required by the Data Protection Legislation.
- 14.11 Before allowing any Sub-processor to process any Personal Data related to this Agreement, the Contractor must:
- (a) notify the Customer in writing of the intended Sub-processor and processing;
  - (b) obtain the written consent of the Customer;
  - (c) enter into a written agreement with the Sub-processor which give effect to the terms set out in this *Condition 14 (Data Protection)* (such that they apply to the Sub-processor; and
  - (d) provide the Customer with such information regarding the Sub-processor as the Customer may reasonably require.
- 14.12 The Contractor shall remain fully liable for all acts or omissions of any Sub-processor.
- 14.13 The Customer may, at any time on not less than 30 Working Days' notice, revise this condition by replacing it with any applicable controller to processor standard conditions or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to this Agreement).
- 14.14 The Parties agree to take account of any guidance issued by the Information Commissioner's Office. The Customer may on not less than 30 Working Days' notice to the Contractor amend this agreement to ensure that it complies with any guidance issued by the Information Commissioner's Office.

## **15 Liability**

- 15.1 The Supplier shall not be responsible for any injury, loss, damage, cost or expense suffered by the Customer if and to the extent that it is caused by the negligence or wilful misconduct of the Customer or by breach by the Customer of its obligations under the Agreement.
- 15.2 Subject always to *condition 15.3 and 15.4 (Liability)*:
- 15.2.1 the aggregate liability of the Supplier in respect of all defaults, claims, losses or damages howsoever caused, whether arising from breach of the Agreement, the supply or failure to supply of the Services, misrepresentation (whether tortious or statutory), tort (including negligence), breach of statutory duty or otherwise shall in no event exceed a sum equal to 125% of the Charges paid or payable to the Supplier; and
- 15.2.2 except in the case of claims arising under *conditions 9 (Intellectual Property Rights)* and *17 (Prevention of Fraud and Corruption)*, in no event shall the Supplier be liable to the Customer for any:
- (a) loss of profits;
  - (b) loss of business;
  - (c) loss of revenue;
  - (d) loss of or damage to goodwill;
  - (e) loss of savings (whether anticipated or otherwise); and/or
  - (f) any indirect, special or consequential loss or damage.

- 15.3 Nothing in the Agreement shall be construed to limit or exclude either Party's liability for:
- 15.3.1 death or personal injury caused by its negligence or that of its Staff;
  - 15.3.2 fraud or fraudulent misrepresentation by it or that of its Staff; or
  - 15.3.3 any other matter which, by law, may not be excluded or limited.
- 15.4 The Supplier's liability under the indemnity in *conditions 9 (Intellectual Property Rights)* and *17 (Prevention of Fraud and Corruption)* shall be unlimited.

## **16 Force Majeure**

- 16.1 Neither Party shall have any liability under or be deemed to be in breach of the Agreement for any delays or failures in performance of the Agreement which result from circumstances beyond the reasonable control of the Party affected. Each Party shall promptly notify the other Party in writing when such circumstances cause a delay or failure in performance and when they cease to do so. If such circumstances continue for a continuous period of more than two months, either Party may terminate the Agreement by written notice to the other Party.

## **17 Termination**

- 17.1 The Customer may terminate the Agreement at any time by notice in writing to the Supplier to take effect on any date falling at least 1 month (or, if the Agreement is less than 3 months in duration, at least 10 Working Days) later than the date of service of the relevant notice.
- 17.2 Without prejudice to any other right or remedy it might have, the Customer may terminate the Agreement by written notice to the Supplier with immediate effect if the Supplier:
- 17.2.1 (without prejudice to *condition 16 Force Majeure*), is in material breach of any obligation under the Agreement which is not capable of remedy;
  - 17.2.2 repeatedly breaches any of the terms and conditions of the Agreement in such a manner as 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 Agreement;
  - 17.2.3 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;
  - 17.2.4 undergoes a change of control within the meaning of section 416 of the Income and Corporation Taxes Act 1988;
  - 17.2.5 breaches any of the provisions of *conditions 9 (Staff and key personnel)*, *13 (Confidentiality)*, *14 (Data Protection)* and *18 (Compliance)*;
  - 17.2.6 becomes insolvent, or if an order is made or a resolution is passed for the winding up of the Supplier (other than voluntarily for the purpose of solvent amalgamation or reconstruction), or if an administrator or administrative receiver is appointed in respect of the whole or any part of the Supplier's assets or business, or if the Supplier makes any composition with its creditors or takes or suffers any similar or analogous action (to any of the actions detailed in this *condition 17 (Termination)* in consequence of debt in any jurisdiction; or
  - 17.2.7 fails to comply with legal obligations in the fields of environmental, social or labour law.
- 17.3 The Supplier shall notify the Customer as soon as practicable of any change of control as referred to in *condition 17 (Termination)* or any potential such change of control.
- 17.4 The Supplier may terminate the Agreement by written notice to the Customer if the Customer has not paid any undisputed amounts within 90 days of them falling due.
- 17.5 Termination or expiry of the Agreement shall be without prejudice to the rights of either Party accrued prior to termination or expiry and shall not affect the continuing rights of the Parties under this Condition and conditions *2 (Basis of Agreement)*, *3.2 (Supply of Services/Goods)*, *3.3 (Supply of Services/Goods)*, *9 (Staff)*, *11 (Intellectual Property Rights / Intellectual Property Rights and Indemnity)*, *11.2 (Intellectual Property Rights / Intellectual Property Rights and Indemnity)*, *13 (Confidentiality)*, *14 (Data Protection)*, *15 (Liability)*, *17.5 (Termination)*, *18.4 (Compliance)*, *19.3 (Prevention of Fraud and Corruption)*, *20 (Dispute Resolution)* and *21.7 (General)* or any other provision of the Agreement that either expressly or by implication has effect after termination.
- 17.6 Upon termination or expiry of the Agreement, the Supplier shall:
- 17.6.1 give all reasonable assistance to the Customer and any incoming supplier of the Services; and
  - 17.6.2 return all requested documents, information and data to the Customer as soon as reasonably practicable.

## **18 Compliance**

- 18.1 The Supplier shall promptly notify the Customer of any health and safety hazards which may arise in connection with the performance of its obligations under the Agreement. The Customer shall promptly notify the Supplier of any health and safety hazards which may exist or arise at the Customer's premises and which may affect the Supplier in the performance of its obligations under the Agreement.
- 18.2 The Supplier shall:
- 18.2.1 comply with all the Customer's health and safety measures while on the Customer's premises; and
  - 18.2.2 notify the Customer immediately in the event of any incident occurring in the performance of its obligations under the Agreement on the Customer's premises where that incident causes any personal injury or damage to property which could give rise to personal injury.

- 18.3 The Supplier shall:
- 18.3.1 perform its obligations under the Agreement in accordance with all applicable equality Law and the Customer's equality and diversity policy as provided to the Supplier from time to time; and
- 18.3.2 take all reasonable steps to secure the observance of *condition 18 (Compliance)* by all Staff.
- 18.4 The Supplier shall supply the Services in accordance with the Customer's environmental policy as provided to the Supplier from time to time.
- 18.5 The Supplier shall comply with, and shall ensure that its Staff shall comply with, the provisions of:
- 18.5.1 the Official Secrets Acts 1911 to 1989; and
- 18.5.2 section 182 of the Finance Act 1989.

## **19 Prevention of Fraud and Corruption**

- 19.1 The Supplier shall not offer, give, or agree to give anything, to any person 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 Agreement or for showing or refraining from showing favour or disfavour to any person in relation to the Agreement.
- 19.2 The Supplier shall take all reasonable steps, in accordance with good industry practice, to prevent fraud by the Staff and the Supplier (including its shareholders, members and directors) in connection with the Agreement and shall notify the Customer immediately if it has reason to suspect that any fraud has occurred or is occurring or is likely to occur.
- 19.3 If the Supplier or the Staff engages in conduct prohibited by *condition 19 (Prevention of Fraud and Corruption)* or commits fraud in relation to the Agreement or any other contract with the Crown (including the Customer) the Customer may:
- 19.3.1 terminate the Agreement and recover from the Supplier the amount of any loss suffered by the Customer resulting from the termination, including the cost reasonably incurred by the Customer of making other arrangements for the supply of the Services and any additional expenditure incurred by the Customer throughout the remainder of the Agreement; or
- 19.3.2 recover in full from the Supplier any other loss sustained by the Customer in consequence of any breach of this Condition.

## **20 Dispute Resolution**

- 20.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Agreement and such efforts shall involve the escalation of the dispute to an appropriately senior representative of each Party.
- 20.2 If the dispute cannot be resolved by the Parties within one month of being escalated as referred to in *condition 20 (Dispute Resolution)*, the dispute may by agreement between the Parties be referred to a neutral adviser or mediator (the "**Mediator**") chosen by agreement between the Parties. All negotiations connected with the dispute shall be conducted in confidence and without prejudice to the rights of the Parties in any further proceedings.
- 20.3 If the Parties fail to appoint a Mediator within one month, or fail to enter into a written agreement resolving the dispute within one month of the Mediator being appointed, either Party may exercise any remedy it has under applicable law.

## **21 Improving visibility of subcontract opportunities available to SMEs and VCSEs in the supply chain - UNUSED**

## **22 Management Charges and Information - UNUSED**

## **23 General**

- 23.1 Each of the Parties represents and warrants to the other that it has full capacity and authority, and all necessary consents, licences and permissions to enter into and perform its obligations under the Agreement, and that the Agreement is executed by its duly authorised representative.
- 23.2 A person who is not a party to the Agreement shall have no right to enforce any of its provisions which, expressly or by implication, confer a benefit on him, without the prior written agreement of the Parties.
- 23.3 The Agreement cannot be varied except in writing signed by a duly authorised representative of both the Parties.
- 23.4 The Agreement contains the whole agreement between the Parties and supersedes and replaces any prior written or oral agreements, representations or understandings between them. The Parties confirm that they have not entered into the Agreement on the basis of any representation that is not expressly incorporated into the Agreement. Nothing in this Condition shall exclude liability for fraud or fraudulent misrepresentation.
- 23.5 Any waiver or relaxation either partly, or wholly of any of the terms and conditions of the Agreement shall be valid only if it is communicated to the other Party in writing and expressly stated to be a waiver. A waiver of any right or remedy arising from a breach of contract shall not constitute a waiver of any right or remedy arising from any other breach of the Agreement.
- 23.6 The Agreement shall not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between the Parties other than the contractual relationship expressly provided for in the Agreement. Neither Party shall have, nor represent that it has, any authority to make any commitments on the other Party's behalf.
- 23.7 Except as otherwise expressly provided by the Agreement, all remedies available to either Party for breach of the Agreement (whether under the Agreement, statute or common law) are cumulative and may be exercised concurrently or separately, and the exercise of one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

23.8 If any provision of the Agreement is prohibited by law or judged by a court to be unlawful, void or unenforceable, the provision shall, to the extent required, be severed from the Agreement and rendered ineffective as far as possible without modifying the remaining provisions of the Agreement, and shall not in any way affect any other circumstances of or the validity or enforcement of the Agreement.

#### **24 Notices**

24.1 Any notice to be given under the Agreement shall be in writing and may be served by personal delivery, first class recorded or, subject to *condition 23 (General)*, e-mail to the address of the relevant Party set out in the Award Letter, or such other address as that Party may from time to time notify to the other Party in accordance with this Condition:

24.2 Notices served as above shall be deemed served on the Working Day of delivery provided delivery is before 5.00pm on a Working Day. Otherwise delivery shall be deemed to occur on the next Working Day. An email shall be deemed delivered when sent unless an error message is received.

24.3 Notices under *conditions 16 (Force Majeure) and 17 (Termination)* may be served by email only if the original notice is then sent to the recipient by personal delivery or recorded delivery in the manner set out in *condition 24.1 (Notices)*.

#### **25 Governing Law and Jurisdiction**

25.1 This Agreement will be governed by and construed in accordance with English law and the Contractor hereby irrevocably submits to the jurisdiction of the English courts. The submission to such jurisdiction will not (and will not be construed so as to) limit the right of the Authority to take proceedings against the Contractor in any other court of competent jurisdiction, nor will the taking of proceedings by the Authority in any one or more jurisdictions preclude the taking of proceedings by the Authority in any other jurisdiction, whether concurrently or not.

## **ATTACHMENT 3 – STATEMENT OF SERVICE REQUIREMENTS**

### **BACKGROUND**

The British Embassy Tokyo (BE Tokyo) is working to promote Foreign Direct Investment (FDI) from Japan into the UK to strengthen the economic relationship between the UK and Japan. The UK is the top destination in Europe for Japanese FDI with 22% market share worth £38bn. As part of our promotional activity, we are planning a series of seminars across Japan to reach out to potential investors considering investing in the UK.

### **DETAILS OF REQUIREMENT**

This project consists of two phases. BE Tokyo will evaluate the impact on completion of Phase 1, based on an interim report from the Contractor, before deciding whether to extend the contract to Phase 2.

#### **Phase one [July to October] – current contract: Initial research, 5 seminars and interim report**

#### **Phase two [November to March] – if the contract is extended: 5 seminars and final report**

##### **Initial research**

- The Contractor should identify the best locations for 10 seminars across Japan to meet the objective and propose the delivery plan to the Authority by early July. At least 5 of the seminars should be held outside Kanto (Tokyo) and Kansai (Osaka) area to ensure broad reach.

##### **Implementation**

- Required work includes but is not limited to: securing venues, selecting partner organisations (e.g. local city governments / economic organisations) where appropriate, creating a programme with BE Tokyo, advertising and managing attendance, providing logistical arrangement (e.g. set-up of venue, receptionists), and follow-up with attendees to seek feedback after each seminar. All cost for the relevant activities mentioned above will be paid by the contractor within the contracted budget including the contractor's travel cost. BE Tokyo will provide speakers and content for the seminars. The travel cost of BE Tokyo staff will be covered by BE Tokyo separately.
- The first 5 seminars should be delivered from **July to September 2018**, and the remaining 5 seminars should be held from **October 2018 to January 2019**.

##### **Reporting**

- The Contractor should submit an interim report to BE Tokyo by end of September. The report should provide analysis of impact and a record of the seminars including key contacts, feedback from participants, event delivery plan and lesson learned.
- BE Tokyo will review the interim report and will inform the Contractor to proceed or not to proceed with Phase 2 by end of October 2018.
- If the contract is extended, the contractor should submit a final report to BE Tokyo by end of February building on the interim report.

##### **FCO Reputation**

- The Contractor should act in line with the values and standards of BE Tokyo, and avoid causing any reputational harm.

## ASSESSMENT SCORE

All tenders will be scored as above in accordance with the marking system set out below:

Score Key Assessment	Score	Interpretation
Excellent	5	Satisfies the requirement and demonstrates exceptional understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response. Tenderer has fully accepted FCO standard terms and conditions of contract.
Good	4	Satisfies the requirement with minor additional benefits. Above average demonstration by the Tenderer of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	3	Satisfies the requirement. Demonstration by the Tenderer of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services.
Minor Reservations	2	Satisfies the requirement with minor reservations. Some minor reservations of the Tenderer's understanding and proposed methodology, with limited evidence to support the response. Tenderer has accepted FCO standard terms and conditions of contract.
Serious Reservations / Non compliant	1	Satisfies the requirement with major reservations. Major reservations of the Tenderer's understanding and proposed methodology, with little or no evidence to support the response.
Unacceptable / Non compliant	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Tenderer has the understanding or suitable methodology, with little or no evidence to support the response. Tenderer has rejected FCO standard terms and conditions of contract.
Price / Commercial	5 = most financially attractive to Authority	Score awarded on inverse percentage difference from most financially attractive offer to the Authority

## EVALUATION CRITERIA

Qualification Questions	Criteria Weighting
<p>Satisfactory completion of all aspects of Qualification Envelope. This includes:</p> <p>1.1 Acceptance of FCO terms and conditions as detailed in Attachment 2;</p> <p>1.2 Satisfactory demonstration of financial health by submitting your audited financial statement for the last 2 years. The FCO reserves the right to seek and act upon independent legal, financial or market advice to corroborate information provided or to assist in its evaluation.</p> <p>1.3 Completion of Attachment 5 – Certificate of Bona Fide Tendering</p> <p>1.4 Completion of Attachment 6 – Declaration by Tenderer</p>	Mandatory

Evaluation Criteria – Quality/Technical (Questions 2.1 – 2.4)	Criteria Weighting	Evaluation Methodology
<p><b>Criteria 2.1 Experience</b></p> <p>Please provide us a <b>recent example</b> of the seminar you organized targeting business audiences. Please <b>list names of organization</b> you recently worked for indicating the type of work you provided. (Please provide the nature of the organization, if you cannot share the name.) Have you ever organized or assisted <b>organizing seminars in the area outside of Kanto and Kansai area</b>? If so, please give us details. Have you ever worked with the local relevant organizations, a <b>prefecture office, JETRO local office, business chambers</b> to organize a seminar? If so, please give us details.</p>	15	0 – 5 score
<p><b>Criteria 2.2 Research Skill</b></p> <p>Do you have <b>experience identifying companies interested in expanding overseas business</b>? Following the above question, do you have experience identifying companies located in <b>outside of Kanto and Kansai area</b>? Please give us a sample of your work <b>reaching out to new companies and to identify their detailed plan on expanding the overseas business operation</b>. Have you ever worked in the area outside of Kanto and Kansai area <b>with a clear target industry</b>? If so, please share <b>the geographical area and target industry along with the type of work you engaged</b>.</p>	15	0 – 5 score
<p><b>Criteria 2.3 Delivery Capability</b></p> <p><b>How many staff will work on this project?</b> Please explain each staff's experience. Please demonstrate how you will allocate task for each staff. What could be the <b>delivery schedule</b> of at least 10 seminars? Do you have <b>Japanese speaking staff</b>? Do you have <b>English speaking staff</b>? Can your project lead <b>visit BE Tokyo every two weeks</b>?</p>	20	0 – 5 score
<p><b>Criteria 2.4 Risk Management</b></p> <p>Explain in detail how you will <b>handle an unexpected event happening in a remote city</b>. Do you <b>have a contingency plan with a reasonable back-office resource</b>? Explain the communication method to use by <b>BE Tokyo staff to reach your staff while on the travel or when organizing a seminar in the remote area</b>. Suggest an available <b>method of communication</b>.</p>	10	0 – 5 score
<p><b>TOTAL – Quality/Technical</b></p>	<b>60</b>	<b>Max Score - 300</b>
<p><b>TOTAL – Pricing &amp; Commercial</b></p>	<b>40</b>	<b>Max Score - 200</b>
<p><b>GRAND TOTAL EVALUATION CRITERIA</b></p>	<b>100</b>	<b>Max Score - 500</b>

**ATTACHMENT 4 – SCHEDULE OF PRICES AND RATES**



In the cost estimate, please provide the cost breakdown:

An expert fee/day x the number of experts x the number of working days for:

- Phase 1 - Initial research, 5 seminars and interim report
- Phase 2 – 5 seminars and final report

Note: Please provide separate costs for each phase. Please indicate of any discounts to be incurred for combination of phase 1 & 2 (if applicable).

All direct and indirect expenses to undertake the work.

This includes but not limited to: venue fee, receptionists costs, travel (rail/taxi/flight accommodation/subsistence) fee, printing handouts/posters costs, refreshments (lunch/tea) for the meetings with partner.

### **1. SOLE REIMBURSEMENT**

The rates stated below constitute the amount payable by the Authority to the Contractor for the provision of a service detailed on Attachment. The rates shall include all costs and expenses incurred either directly or indirectly by the Contractor in providing the Services.

### **2. CONTRACT PRICE**

This is a firm-fixed-price contract and is not subject to any adjustment on the basis of the Contractor's cost experience in performing the contract. The fixed Contract Price referred to at 2 above shall be made up as follows:

(a) Direct labour costs

All wages, allowances, bonuses and shift allowances paid to the Staff employed either partly or wholly to perform the Services under the Contract.

(b) Indirect labour costs

All costs associated with those employed at 2.1(a) above covering all taxes and contributions required by law and employer's liability and insurance. All costs associated with the Contractor's standard employment benefit such as sick leave with pay, pension, health and life assurance, and training

(c) Overheads

All contributions to Head Office incurred by the contractor. This includes management information costs, area management and account management costs, operational finance function, management/financial accounting function including banking department, information technology and specialist consultancy advice. This also includes all equipment and associated consumables, customer support including surveys and questionnaires, office accommodation and associated costs, including all risks insurance.

(d) Management Fees and Profits

All allowances for profit.

### **3. VALUE FOR MONEY**

The Contractor undertakes to make all reasonable efforts to ensure that all goods and Services purchased in support of this Contract are purchased at the best possible market price, in line with the Authority's requirements to ensure 'value for money'. For the purpose of this Contract, 'value for money' is defined as the optimum combination of whole life costs and quality to meet the Authority's requirements.



## ATTACHMENT 5 - CERTIFICATE OF BONA FIDE TENDERING

1. I declare that this is a bona fide tender, intended to be competitive and that I have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person ('person' includes any persons, anybody or association, corporate or incorporate; and) except as disclosed on this Certificate under 7 below.
2. I declare that the Company is not aware of any connection with a member of the Authority's staff which could affect the outcome of the bidding process.
3. I declare that I have not done and I undertake that I will not do at any time any of the following:-
  - a) communicate to any person, including the addressee calling for the tender, the amount or approximate amount of the proposed tender;
  - b) enter into any agreement or arrangement with any other person or body that he or it shall refrain from tendering or as to the amount of any tender to be submitted;
  - c) enter into any agreement or arrangement with any other person or body that we will refrain from tendering on a future occasion;
  - d) offer or pay or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or causing to be done in relation to any other tender for the said work any act of the kind described above;
  - e) canvass or solicit the Authority staff.
4. I understand that any instances of illegal cartels or market sharing arrangements suspected by the Authority will be referred to the Office of Fair Trading for investigation.
5. I understand that any misrepresentations may also be the subject of criminal investigation or used as a basis for civil action.
6. In this Certificate "agreement" or "arrangement" includes any transaction private or open, or collusion, formal or informal, and whether or not legally binding.
7. Disclosure: \_\_\_\_

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Title:

On behalf of: \_\_\_\_\_ Date: / / 2018

To: The Secretary of State for Foreign & Commonwealth Affairs

Date: / /2018

**ATTACHMENT 6 – DECLARATION BY TENDERER**

1. I have examined the documents inclusive enclosed under cover of your Invitation To Tender letter dated on 28 May 2018 and have taken account of subsequent Amendments.
2. I hereby offer to enter into a Contract with the Secretary of State for Foreign & Commonwealth Affairs, as represented by the British Embassy Tokyo for Provision of a Service to Coordinate a Series of Seminar Promoting the Investments into the UK, upon the Conditions in the proposed Contract documents set out in the RFQ Attachment 4.
3. I warrant that I have all the requisite corporate authority to sign this tender.
4. I understand that the Authority is not bound to accept the lowest or any Tender. I also understand the Authority has the right to accept only part of a Tender unless I have expressly stipulated otherwise.
5. This Tender shall remain open for acceptance by the Authority for a period of 3 months after the due date for return of tenders specified in your Invitation to Tender.
6. We acknowledge that the information set out in the Request for Quotation is confidential to the Authority and contains documentation which is subject to Crown copyright. We undertake not to copy or disseminate this information or documentation and if required by the Authority to return all such information and documentation in its possession to the Authority or else certify its destruction.

Signed: .....

Date: .....

Name: .....

In the capacity of: .....

Duly authorised to sign Tenders on behalf of: (Name of Company) .....