

Procurement Policy Note – Short Form Terms and Conditions for Goods and Services

Action Note 06/14 8 April 2014

Issue

1. The Crown Commercial Service and the Government Legal Service have developed a set of 'Short Form' terms and conditions of contract that are published for use by Government departments and many other public sector organisations.
2. The Short Form terms and conditions are available on the Crown Commercial Service web page:
<http://ccs.cabinetoffice.gov.uk/about-government-procurement-service/contracting-value-short-form-terms-conditions>

Timing

3. Immediate.

Dissemination and Scope

4. The contents of this Action Note apply to all Central Government Departments including their Executive Agencies and Non Departmental Public Bodies (In-Scope Organisations). Please circulate this document within your organisation, drawing it to the attention of those with a purchasing role.

Action

5. In-Scope Organisations may use the new Short Form terms and conditions for low value procurement of goods and services where the likely contract value is below the relevant procurement thresholds found in the Public Contracts Regulations 2006. Use of the new documents is recommended because they are up to date and reflect current Government policies.
6. In Scope Organisations should assess whether the documents are appropriate in each case and if in doubt should seek legal advice in the context of their specific procurements.
7. These documents will be subject to ongoing continuous improvement and we value feedback on their use in practice; In Scope Organisations wishing to share their experiences in using the documents should do so via the Service Desk as set out at paragraph 8 below.

Contact

8. Enquiries about this Action Note should be should be directed to the Service Desk 0345 410 2222 info@ccs.gsi.gov.uk

Background

9. The Short Form terms and conditions have been developed for general goods and services contracts with a value below the procurement thresholds set out in the Public Contracts Regulations 2006. The documents are designed to ensure that departments are able to use appropriate and proportionately 'light touch' contract terms for low value procurements. This is aimed at avoiding the use of overly complex terms which can increase costs and act as a barrier to the involvement of SMEs in Government procurements.
10. The documents are not suitable for construction works, for which industry standard forms of contract are available, or for IT contracts for which a suitable framework should normally be used.
11. The documents have been quality assured with stakeholders in Government departments and with industry via SME Panel members.
12. Guidance on the use of the documents is included in the introductory notes in each document set.