**Crown Agents Reference: [CA Ref]**

**[Crown Agents Limited]**

**Acting as Agents for and on behalf of**

**[name Principal]**

# and

**[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**Contract for the provision of [Enter Brief Description of Goods and Associated Services]**

**Crown Agents’ Reference: Enter CA Ref.**

**CONTRACT**

**THIS CONTRACT** ("Contract") is entered into this day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 201\_\_\_\_, by and between [Crown Agents Limited] of [St Nicholas House, St Nicholas Road, Sutton, Surrey, SM1 1EL, United Kingdom] ("Crown Agents") acting as an agent for and on behalf of their Principal [name principal] ("the Principal") of the one part and (name Contractor) of the other part having its registered office located at (enter full Contractor address*)*("hereinafter called the Contractor").

**WHEREAS**

Crown Agents issued [a Request for Quotation (“RFQ”)/an Invitation to Bid (“ITB”)] under reference enter CA Ref dated enter date for the provision of goods and services, [enter brief description of goods and services] (hereinafter called “the Goods and Services”) to be supplied to name end user ("the End-User");

The Contractor submitted its [quotation/bid] dated enter date reference enter bid ref in response to the [RFQ (“the Quotation”)/ITB ("the Bid")];

Crown Agents has accepted the [Quotation/Bid] from the Contractor for the supply of those Goods and Services in the sum of state currency and contract price in words and figures side by side (hereinafter called “the Contract Price”).

The Goods are to be delivered by [air/sea/road/rail] on the following Incoterm **State Incoterm and destination(s) [Insured and unloaded]** Incoterms® 2010**.** The Contract includes Associated Services comprising Installation/Commissioning/Training/Maintenance/Taking-Over.

The Goods shall be delivered, installed and taken over by the End-User and Crown Agents shall have received the documentation required under the Contract by: **state delivery schedule reflecting any multiple consignments and start dates for Services and planned date of Taking Over plus transit time for signature and receipt by CA of the documents.**

Buyer to state any particular requirements not included in the bid eg colour/delivery tolerances etc.

**NOW IT IS HEREBY AGREED AS FOLLOWS:**

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Contract Conditions referred to.
2. The following documents shall be deemed to form and be read and construed as an integral part of this Contract:
   * this Form of Contract and the Appendices attached to it
   * The General Contract Conditions;
   * The completed and signed [Due Diligence Questionnaire/Business Partner Questionnaire] together with all supporting documents dated [enter date]
   * The [Request for Quotation/Invitation to Bid];
   * The Form of [Offer/Bid] including the following:;
   * The Bid Specification and Statement of Compliance;
   * Delete if not applicable The bid clarification(s) dated [enter date(s)]
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.
4. The following documents which are incorporated by reference into the Contract are available from the Supplier Downloads – Own Account Procurement pages on our website <http://www.crownagents.com/supplier-downloads>

Buyer edit to delete those not applicable

Special Conditions of Contract for the Supply of Chemicals and Medicines

Advance Payment Guarantee

Performance Guarantee

Signed Receipt Note

Inspection Advice Note

Application for Shipping Instructions

Application for Air Despatch Instructions

CARICOM Invoice

Installation Completion Certificate

Training Completion Certificate

Maintenance Completion Certificate

5. The Contractor shall provide a signed duplicate copy of the Contract to Crown Agents within five (5) working days. (Buyer to ensure that two signed copies are forwarded to the Contractor)

IN WITNESS whereof the parties hereto have caused this Contract to be executed on the day and year first above written.

|  |  |
| --- | --- |
| For and on behalf of Crown Agents | For and on behalf of the Contractor |
|  |  |
| Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Duly Authorised | Duly Authorised |
|  |  |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**APPENDIX A**

**INSERT SPECIAL CONTRACT CONDITIONS INCLUDING SERVICES AND REMEMBER TO ADD ALL SPECIAL CLAUSES RELATING TO THE GOODS AND/OR THE END-USER’S COUNTRY**

**APPENDIX B**

#### SCHEDULE OF GOODS AND ASSOCIATED SERVICES

**Crown Agent’s Reference: Enter CA Ref**

**Bidder’s Reference: ...............................................**

**Currency: ...............................................**

| **Item**  **No.** | **Item Description** | **Qty** | **Unit of**  **Measure** | **Unit Price** | **Extended Price** |
| --- | --- | --- | --- | --- | --- |
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| --- | --- |
| Less Crown Agents Discount ( State Percentage) |  |
| Total net price of Goods primary trade packed |  |
| Cost for export packing and delivery |  |
| Total packed and delivered [FOB/FCA] [Contractor’s Premises] |  |
| Cost for Insurance delete if not applicable |  |
| Haulage/Terminal Handling Costs – delete if not applicable |  |
| Cost for Air /Sea/Rail/Road freight transportation |  |
| Cost of Associated Services comprising:  Installation  Training  Maintenance |  |
| **TOTAL PRICE [CFR/CIF/CPT/CIP/DAT/DAP] [Insured and Unloaded] Named Destination Incoterms® 2010 including Associated Services comprising** |  |