



Appendix 25

Stage One Confidentiality Agreement

Tender Title

Torbay Library Services

I/we hereby agree with the terms laid out in the Agreement below, in relation to the provision of Torbay Libraries Budget Information.

Signed (<i>duly authorised signatory</i>)	
Name (<i>in block capitals</i>)	
Job Title	
Organisation (<i>"the Applicant"</i>)	
Date	

The Applicant must submit their signed Agreement through the Messaging Facility on the Supplying the South West e-tendering portal. Upon receipt of the signed Agreement the information requested as indicated above will be issued to the Applicant through the Messaging Facility.

In consideration for the provision of any of the information requested as detailed at points B1 to B4 above, we undertake:

- Treat the information provided to us in the strictest confidence;
- To use the information solely for the preparation of our tender and for no other purpose;
- Not to copy or reduce to writing any part of the information except as may reasonably be necessary for the submission of our tender and that any copies, reductions or reproductions in writing made shall be the property of the Authority;
- Not to disclose the information for any purpose to any other party whatsoever save to such of our employees who need to know the same for the purposes of our tender;
- To ensure that any of our employees to whom the information is disclosed shall observe in full the terms of this undertaking;
- To apply to the information such security measures as are considered necessary bearing in mind the nature of the said information;

- To return to the Authority the information and all copies of the same in whatever format they may exist within 21 days of a written request from the Authority;

Further we undertakes to indemnify and at all times keep the Authority fully indemnified against all and any loss or disclosure of the information or any part thereof caused by us or any of our employees in breach of the above mentioned undertakings and from all actions, proceedings, claims, demands, costs, awards and damages properly incurred or awarded as a result thereof.