

## Terms and Conditions of Membership

1. **Membership.** Project Development and Support Ltd (the Company) will provide services to the Organisation (the Member) named on page 1 of this registration form on the basis of the Company's published paper entitled "Tendering for Care – Tendering Support for Providers of all types of Care Services– Details of Membership" (Membership Details). The Company reserves the right to revise Membership Details from time to time and undertakes to notify the Member within 14 days of any revision(s) with the proviso that any revision of membership fees will not take effect until the date of renewal of membership.
2. **Good Faith.**
  - a. Guidance, information or any other material (the Materials) provided by the Company to the Member is done so in good faith. The Member should take the necessary legal, financial and other relevant professional advice before placing any reliance or acting upon said guidance, information or other material or anything contained therein.
  - b. The Materials are provided to the Member for its own use only and must not be used by or onwardly transmitted by any means to a third party.
  - c. The Company does not provide any guarantee that any searches or monitoring activities will produce a 100% result from any or all Localities and/or the Member's stated Operational or Specialist Areas.
3. **Confidentiality.** The Company will keep and ensure that its personnel will keep the Member's confidential information (meaning any unpublished information relating to the Member's business plans finances technology or other know-how received during the period of membership) secret and confidential and not at any time for any reason whatsoever disclose them to a third party except as may be required by law. The Company's obligations under this clause will survive the expiry or termination of membership.
4. **Document Preparation.** In the event of constraints of time upon the Company for the preparation of documentation as described in the Membership Details under Additional Services, Note C, Platinum Members will take precedence followed by Gold and then Silver.
5. **Conflict of Interest.** Subject to clause 4. In fulfilling requests for the preparation of documentation the Company will seek to avoid any conflict of interest arising due to two or more Members requesting the preparation of documentation in respect of the same expression of interest, application, PQQ or tender.
6. **Fees.** Fees not paid at the time of registration are due for payment within 14 days of the date of the Company's invoice.
7. **Cancellation.** If membership is cancelled for any reason the Member will be entitled to a refund of the pro rata amount of their membership fee remaining from the date the Company receives notice of cancellation less an administrative charge of £80.00 + VAT
8. **Copyright.** The Copyright of all material used or produced by the Company or transmitted to the Member for the Member's use will remain with the originator of such material other than where the Company prepares papers, expressions of interest applications bids tenders or other documentation for the Member when the Copyright will be vested in the Member or as the case may be.

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For details of Membership please see Membership Registration Pack which can be downloaded from <http://tenderingforcare.com/tfc-membership>

