



Order Terms And Conditions

LADY MANNERS SCHOOL Standard Terms and Conditions for the Supply of Goods and Services

1. General

- 1.1 These terms and conditions shall apply to the Purchase Order in conjunction with the Provider's terms and conditions of contracting, if any are provided.
- 1.2 In the case of conflict between the two sets of terms and conditions these terms and conditions shall apply but only to the extent necessary to resolve the conflict.
- 1.3 Any purchase by the Buyer is conditional upon acceptance of these terms and conditions by the Provider. If the Provider does not wish to accept these terms and conditions, then the Provider should not accept the Purchase Order, and should inform the Buyer immediately.

2. Definitions

- 'Buyer'** means Lady Manners School
- 'Goods'** means all or any of the items set out in the Purchase Order which are to be supplied to the Buyer by the Provider.
- 'Parties'** means the Buyer and the Provider.
- 'Provider'** means the person, firm or company named as such on page 1 of the Purchase Order (or its successors in title).
- 'Purchase Order'** means any Purchase Order placed by the Buyer under which the Provider agrees to supply Goods and/or Services to the Buyer.
- 'Services'** means the Services to be performed by the Provider for the Buyer as described in the Purchase Order and anything created or produced as a result of the Services.
- 'Specification'** means the requirements to which the Goods and/or Services supplied shall conform as detailed in the Purchase Order.
- 'Working Day'** * means the Buyer's usual working days, which exclude weekends, bank holidays, some other days published by the Buyer, or such other days as may be notified to the Provider by the Buyer.

3. Assignment and Sub-contracting

- 3.1 The Provider shall not assign, transfer, sublet or subcontract in whole or in part any of the Purchaser Order without the prior written consent of the Buyer.

4. Bribery and Corruption

The Buyer may terminate this Contract by written notice with immediate effect, and recover from the Provider all losses resulting from such termination, if the Provider, or any of its employees, agents or subcontractors (in all cases whether or not acting with the Provider's knowledge):

- 4.1 directly or indirectly offers, promises or gives any person working for or engaged by the Council or Buyer a financial or other advantage to:
 - 4.1.1 induce that person to perform improperly a relevant function or activity; or
 - 4.1.2 reward that person for improper performance of a relevant function or activity;
- 4.2 directly or indirectly requests, agrees to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Contract;
- 4.3 commits any offence:
 - 4.3.1 under Section 117(2) of the Local Government Act 1972;
 - 4.3.2 under the Bribery Act 2010;
 - 4.3.3 under legislation creating offences concerning fraudulent acts; or
 - 4.3.4 at common law concerning fraudulent acts relating to this Contract or any other contract with the Council; or
- 4.4 defrauds, attempts to defraud or conspires to defraud the Council or Buyer.

5. Intellectual Property

- 5.1 Intellectual property and other rights in the Goods and/or Services shall vest in the party from whom the Goods and/or Services originate unless the Goods and/or Services are produced for the Buyer as bespoke. If the latter applies such rights shall vest in the Buyer upon their creation and the Provider shall do all such things and execute all such documents as the Buyer may require in order to perfect such vesting. The Provider shall ensure that it includes corresponding provisions in its contracts with its own sub-contractors and providers.
- 5.2 In the event of any breach of any such intellectual property rights the Provider shall indemnify the Buyer, unless the Buyer is responsible for the breach in question.

**6. Confidentiality**

6.1 Subject to legislative requirements, any confidential information supplied by the Buyer to the Provider or vice versa (including the details of the Purchase Order), shall be kept confidential and shall only be used by the Provider for the performance of its obligations under the Purchase Order. Upon request, and in any event upon expiry or termination of the Purchase Order for whatever reason, the Provider shall either, immediately destroy, or at the Buyer's written request, immediately return to the Buyer, any confidential information provided to it pursuant to the Purchase Order.

7. Price Variation

7.1 The prices in the Purchase Order shall apply (without variation) for both the period and/or stated quantity of the Goods and/or Services, unless specifically otherwise agreed in writing by the Parties.

8. Liability

8.1 The Provider shall indemnify the Buyer against any claim made in respect of personal injury to any person, arising in connection with this contract, unless due to the negligence of the Buyer.

8.2 The Provider shall indemnify the Buyer against any claim for damage to property due to the negligence of the Provider.

8.3 The Provider's liability for breach of confidentiality or infringement of intellectual property rights shall be unlimited unless otherwise agreed in writing by the Parties.

8.4 The Provider will ensure that it has insurance in place and shall maintain such insurance throughout the period covered by this contract to cover its liabilities under the Purchase Order, to include professional indemnity insurance for £2,000,000 (where Services are to be provided) which must be in force for the duration of the contract, public liability insurance for £2,000,000, and employer's liability insurance (where relevant) for £5,000,000 (unless otherwise agreed in writing between the Parties). The Provider shall when required produce satisfactory evidence that he is insured against the claims mentioned above.

9. Documents

9.1 All advice notes, invoices and packing notes issued by the Provider shall be clearly marked by the Provider with the Provider's name and address, the Purchase Order number, the item code, date of despatch, a description of the Goods and/or Services, the address of their intended destination and the due delivery date.

10. Quality and Performance

10.1 The Goods and/or Services shall conform with the Specification; be of sound design, materials and workmanship; be fit for the purpose for which they are procured by the Buyer and be capable of the required performance.

10.2 All Services performed under the Purchase Order must be executed by the Provider in a timely, efficient and professional manner to the appropriate prevailing standards and to the reasonable satisfaction of the Buyer.

10.3 The Provider shall comply with any relevant British Standard Specification or Code of Practice or other equal and approved European standard.

11. Inspection and Testing

11.1 Before dispatching the Goods, or commencing provision of the Service the Provider shall, if appropriate and if previously agreed by the Parties, allow the Buyer to inspect and test the Goods and/or Services for compliance with the Specification and/or any other provisions of the Purchase Order. If in the Buyer's reasonable opinion, the Goods and/or Services do not comply with the Specification, the Buyer shall inform the Provider (in writing, unless this is impractical) either, of the Buyer's intention to reject the Goods, or the remedial steps which must be undertaken by the Provider to ensure compliance with the Specification.

12. Delivery

12.1 The Provider shall deliver the Goods and/or Services as instructed in the Purchase Order and obtain a receipt for them from an authorised officer of the Buyer. Any requirements as to the manner, quantities or special requirements for delivery, specified in the Purchase Order, shall also be complied with by the Buyer.

12.2 The Buyer will allow the Provider access to its premises as necessary for the delivery of the Goods and/or Services. The Buyer may refuse admission to the Provider's personnel or require such personnel to leave its premises at any time and shall not be obliged to give the Provider the reason(s) for its decision. The Buyer will not apply the provisions of this clause vexatiously.

12.3 Whilst on the Buyer's premises, the Provider shall abide by the Buyer's rules and regulations relating to the premises.

**13. Extension of Time, Rescheduling or Cancellation**

- 13.1 If, for any cause beyond the reasonable control of the Provider, delivery of the Goods, or performance of the Services, is delayed, then unless time is of the essence the time for delivery/performance may be rescheduled by the Buyer (acting reasonably). Delay for any other reason shall be at the sole discretion of the Buyer, in which case the Provider shall be responsible for any additional costs.
- 13.2 Notification of any anticipated or actual delay must be immediately communicated to the Buyer by the Provider specifying the reasons for the delay.
- 13.3 If in the reasonable opinion of the Buyer it is inappropriate to reschedule delivery of the Goods and/or performance of the Services then the Buyer may cancel the Purchase Order without incurring any liability for such cancellation.

14. Risk and Title

- 14.1 Risk and title in the Goods and/or Services shall only pass to the Buyer upon acceptance of the Goods and/or Services when delivered to the place and address specified in the Purchase Order, unless otherwise agreed in writing by the Parties.
- 14.2 The Buyer also reserves the right to take possession of all Goods to which it has title.

15. Damage or Loss in Transit

- 15.1 Any Goods lost or damaged in transit shall be restored or replaced by the Provider at the Provider's expense and to the Buyer's satisfaction.
- 15.2 Delivery shall not be deemed to have taken place until restoration has taken place to the satisfaction of the Buyer or replacement Goods have been accepted by the Buyer.
- 15.3 Goods shall be deemed not to have been delivered by the Provider if a receipt from an authorised officer of the Buyer cannot be produced by the Provider.

16. Rejection

- 16.1 Unless otherwise agreed in writing by the Parties, if, at any time within 3 months from the date of delivery, having regard to the nature of the Goods or Services, the Goods and/or Services fail to comply with the Purchase Order, the Buyer may, by notice to the Provider (which notice shall be confirmed in writing) reject the whole or any part of the Goods and/or Services. The Buyer may then (without prejudice to its other rights and remedies) accept replacement Goods and/or re-performed Services from the Provider at the Provider's expense.

17. Terms of Payment

- 17.1 The Buyer agrees to pay the Provider either, the total price for the Goods and/or Services which is stated in the Purchase Order (or otherwise agreed in writing between the Parties) within 30 days of the date of receipt of a valid and undisputed invoice, which (if the Provider determines that VAT is payable) must comply with the requirements of H.M. Revenue and Customs for VAT purposes.
- 17.2 All prices and rates which are stated in the Purchase Order are exclusive of VAT (unless otherwise stated in the Purchase Order).
- 17.3 If the Buyer has informed the Provider that an invoice is disputed by it, the issue will (unless otherwise agreed by the Parties) be referred under the Dispute Resolution Procedure*.
- 17.4 If requested to do so by the Buyer, the Provider shall accept payment of monies due by electronic funds transfer through BACS Ltd or other electronic payment means, as good discharge of the Buyer's indebtedness under the Purchase Order.
- 17.5 If any undisputed monies are not paid by the due date, then the Provider or the Buyer (as applicable) may charge interest on such undisputed monies on a day to day basis from the date falling 30 days from when payment fell due, (or such other date as may be agreed in writing between the Parties), to the date of payment (both dates inclusive) at the rate of two (2) per cent per annum over the base lending rate of the Bank of England from time to time. The Parties agree that this clause provides each of the Parties with a substantial remedy in respect of any late payment of sums due for the purposes of the Late Payment of Commercial Debts (Interest) Act 1998).

18. Set Off

- 18.1 The Buyer shall be entitled to set off against any sums due to the Provider under the Purchase Order any sums which become payable by the Provider to the Buyer in relation to the Purchase Order or any other contract between the Parties.

19. Compliance

- 19.1 The Provider and its personnel shall at all times comply with all applicable laws, including statutes, regulations and bye-laws of local or other competent authorities.

**20. Entire Agreement**

20.1 These terms and conditions, the Purchase Order and the terms and conditions of the Provider (if any) shall (unless expressly agreed otherwise in writing by the Parties) comprise out the entire terms and conditions of the contract in relation to the subject matter of the Purchase Order..

21. Contracts (Rights of Third Parties) Act 1999

21.1 The contract between the Parties which is referred to in clause 20.1 does not confer (and is not intended to confer) any rights on any third party, whether pursuant to the Contracts (Rights of Third Parties) Act 1999, or otherwise.

22. No Agency

22.1 This contract does not either, create a partnership between the Buyer and the Provider, or make one of the Parties the agent of the other for any purpose.

23. Publicity

23.1 The award of this contract shall not entitle the Provider to endorse its products by reference in any way to the Derbyshire County Council or the Buyer nor shall the Provider exhibit or display for advertisement or otherwise any goods, equipment or vehicles to be supplied under the contract to the Buyer and which can be identified with the Council (whether the property in such goods, equipment or vehicles shall have passed to the Council or not) without the written consent of the Council.

24. Governing Law

24.1 This contract shall be governed by English law and the Parties shall submit to the exclusive jurisdiction of the English courts.

25. Dispute Resolution Procedure (DRP)

25.1 If any of the Provider's invoices are disputed by the Buyer, then unless otherwise agreed between the Parties, the Parties agree to refer the dispute in accordance with the Buyer's standard Disputes Complaints Procedure*.

26. DBS

26.1 When reasonably required by the Buyer, the Provider agrees to comply with the Buyer's standard requirements in respect of Disclosure and Barring Service ("DBS") checks.