

South Norfolk Council Terms and Conditions

Standard Terms for the Supply of Goods, Services and Works

1. INTERPRETATION

- 1.1 In this Contract unless the context otherwise requires:
- 1.2 'Authorised Officer' means an officer of the Council authorised by the Council (generally or specifically) to approve a Purchase Order whether by signature or through the Council's electronic authorisation process
- 1.3 'Conditions' means the terms and conditions of purchase set out in this document
- 1.4 'Confidential Information' means all information disclosed by either Party to the other in any form or manner, provided that each such item of information would appear to a reasonable person to be confidential or is specifically stated by the disclosing party to be confidential.
- 1.5 'Contract' means the Purchase Order, any tender documentation, these Conditions and any Special Conditions of Contract attached to or mentioned in the Purchase Order
- 1.6 'Council' means South Norfolk District Council
- 1.7 'Goods' mean any goods, articles, materials or things which are the subject of the Contract
- 1.8 'Goods/Services' means the Goods and or Services which are the subject of the Contract, as the context requires
- 1.9 'Purchase Order' means the Council's order form, approved by an Authorised Officer
- 1.10. 'Parties' means the Council and the Supplier
- 1.11 'Price' has the meaning given at Clause 6
- 1.12 'Services' mean any services or work which are the subject of the Contract
- 1.13 'Special Conditions' mean the special terms and conditions of purchase attached to or mentioned in the Purchase Order
- 1.14 'Supplier' means the person firm or company to whom the Purchase Order is addressed

1.15 The headings in this Contract are included for convenience only and will not affect the construction or interpretation of this Contract.

1.16 Where any Special Conditions are inconsistent with these Conditions the Special Conditions will have precedence provided that any standard conditions of the supplier shall not take precedence over these the Council's standard conditions.

2. THE CONTRACT

2.1 The Supplier agrees to supply the Goods/Services specified in the Contract at the time or times and in the quantities and manner specified in the Contract.

2.2 The Council agrees to pay the Price for the Goods/Services in the manner and time set out in the Contract.

3. DELIVERY/COMPLETION

3.1 The Goods will be properly packed, secured and sent at the Supplier's expense and will be delivered in good condition at the time or times and the place or places set out in the Contract.

3.2 A packing note/delivery note must be forwarded with every delivery quoting the number of the Purchase Order and must provide the full contract name, address and telephone number of the Supplier.

3.3 The Services will be supplied and completed in accordance with the requirements and time-scales set out in the Contract.

4. LATE DELIVERY

4.1 If the Supplier is unable to deliver the Goods or supply the Services (or any part of them) when required by the Contract (or where no time is specified, within a reasonable time), the Supplier will immediately inform the Authorised Officer;

4.2 If the Goods are not delivered or the Services are not supplied (or any part of them) by the time or times set out in the Contract (or where no such time is specified, within a reasonable time) the Council may cancel the Contract immediately by giving the Supplier notice in writing. The Council may have the Goods/Services supplied by a reasonable alternative supplier. The Supplier will be liable for any loss, damage or expense incurred by the Council (whether direct or indirect) as a result of any failure to deliver or supply in accordance with the Contract. This

Clause will not affect any other rights that the Council may have under this Contract or otherwise.

5. QUALITY

5.1 The Goods/Services will:

- (a) comply with the Conditions and any Special Conditions of the Contract;
- (b) be fit for the purpose or purposes made known to the Supplier expressly or by implication and in this respect the Council relies on the skill and judgement of the Supplier;
- (c) comply with any legislation and any standard required by any applicable European and British standards specification or code of practice current at the date of the Contract;

6. PRICE

- 6.1 The Price of the Goods/Services supplied under the Contract will be the price given in the Contract. The Price so entered will be binding on both parties during the continuance of the Contract.
- 6.2 No variation in the Price or extra charges shall be made without the Council's prior written consent.

7. METHOD OF ORDERING AND PAYMENT FOR GOODS/SERVICES

- 7.1 The Council will not be liable to pay for Goods/Services unless requisitioned by a Purchase Order. The Supplier shall invoice the Council with the Price and each invoice shall include the Purchase Order number. If the Purchase Order number is not quoted this may result in a delay in making payment and the invoice being returned to the Supplier.
- 7.2 The Council will pay any invoice issued under Clause 8 within 30 days of receipt of the invoice or 30 days from delivery of the Goods or completion of the supply of the Services whichever is later. Payment will normally be made by BACS into a bank account nominated by the supplier. Remittance advice will be sent electronically where possible.
- 7.3 Subject to Clause 16, the Council will make payment direct to the Supplier or his/her lawful attorney or a legal equitable assignee of the Contract but not to any agent of the Supplier, nor to a sub-contractor.
- 7.4 Without prejudice to any other right or remedy, the Council reserves its right to set-off against its indebtedness to the Supplier any debt owed to it by the Supplier and any liabilities, damages, losses, costs, charges

and expenses which it has incurred as a consequence of any breach by the Supplier of this Contract or any other contract with the Council.

8. INVOICES

8.1 Goods.

The Supplier will send with the Goods an invoice or delivery note quoting the relevant Purchase Order number and setting out particulars of the Goods delivered. The Council will not accept Goods unless they are accompanied by such a prominently displayed invoice or delivery note.

8.2 Services

The Supplier will send an invoice once the Services have been supplied in accordance with the Contract. The invoice will quote the Purchase Order number and set out details of the Services supplied.

8.3 The Council will not make payment unless an invoice in the form set out in Clause 8.1 or 8.2 above is received. Unless otherwise agreed, the Supplier will submit separate invoices for all the Goods delivered or Services supplied to Council establishments to the relevant Department quoting the relevant Purchase Order number and setting out particulars of the Goods/Services delivered or supplied as specified on the Purchase Order.

9. OWNERSHIP AND RISK

9.1 Ownership of Goods/Services will pass to the Council when they have been delivered or supplied in accordance with the Contract and the Supplier will bear all the risks of loss or damage to the Goods/Services until they have been delivered and will insure accordingly.

10. ROYALTIES AND PATENT RIGHTS

10.1 The Supplier will pay all royalties on patented articles, all Value Added Tax, import duty and other taxes.

10.2 All payments and royalties payable in one sum or by instalments or otherwise are deemed to have been included by the Supplier in the prices named in his/her tender or quotation, and will be paid by him/her to those to whom they may be due or payable.

10.3 The Supplier warrants that neither the Goods/Services nor use of them will infringe any patent registered design trademark or copyright or other protected right and will fully indemnify the Council against any action, claim or demand costs or expenses arising from or incurred by reason of any infringement or alleged infringement of any such right.

10.4 In the event of any claim being made or action brought against the Council in respect of any of the matters set out at 10.1, 10.2 or 10.3, the Council agrees to notify the Supplier immediately and the Supplier will, at his/her sole expense, conduct all negotiations for the settlement of the same, or any litigation that may arise there from.

11. USE OF INFORMATION

11.1 The Parties acknowledge that, except for any information which is exempt from disclosure in accordance with provisions of the Freedom of Information Act, the content of this Contract is not Confidential Information 2000. The Council shall be responsible for determining in its absolute discretion whether any of the content of the Contract is exempt from disclosure in accordance with the provisions of the Freedom of Information Act 2000.

11.2 The Council may consult with the Supplier to inform its decision regarding any exemptions but the Council shall have the final decision in its absolute discretion.

11.3 The Supplier hereby gives his consent, for the Council to publish the Contract in part or in its entirety, including from time to time agreed changes to the Contract, to the general public in whatever form the Council decides.

12. OWNERSHIP OF RESULTS

12.1 If the Contract involves design and/or development work and/or results in the creation and/or maintenance of a database:

(a) All rights in the results of work arising out of or deriving from the Contract, including inventions, designs, databases, copyright and knowledge will be the property of the Council and the Council will have the sole right to determine whether any letters patent, registered design, trademark or other protection will be sought.

(b) The Supplier will promptly inform the Council of all such results and will if requested and at the Council's expense do all acts and things necessary to enable the Council to obtain letters patent, registered designs and other protection for such results in all territories and to assign the same to the Council.

(c) The Supplier will ensure that all technical information (including computer programs and programming information) arising out of or deriving from the Contract which is Confidential Information is held in strict confidence except for any such information which becomes public

knowledge other than by breach of this Contract or which is disclosed in accordance with Condition 11.

13. REJECTION AND REPLACEMENT

13.1 If in the opinion of the Authorised Officer, the Goods delivered or Services supplied are not in accordance with the specification in the Contract or are in any way faulty or sub-standard then the Council will be entitled to reject the Goods/Services. The Council will give the Supplier a reasonable opportunity to replace the Goods/Services with Goods/Services which do comply with the Contract and if Contract compliant Goods/Services are not supplied in that time, the Council will be entitled to cancel the Contract (by giving notice in writing) and buy the nearest equivalent Goods/Services elsewhere. This right of rejection and cancellation does not affect any other rights that the Council may have under the Contract or general law.

13.2 Should any faults develop within a period of twelve months from the date of delivery of Goods or completion of supply of Services which are in the opinion of the Authorised Officer directly attributable to inferior workmanship or faulty materials the Supplier will at his/her own expense be required to make good or replace immediately the defective parts or work to the satisfaction of the Authorised Officer.

14. REMOVAL OF REJECTED GOODS

14.1 Any Goods which are rejected under Condition 13 will be removed by and at the expense of the Supplier immediately after receipt of notice of such rejection and if not removed within ten working days after despatch of such notice the Authorised Officer may cause the Goods to be removed, sold, or otherwise disposed of and charge the Supplier with all expenses incurred in such removal, sale or disposal and the Council will not be liable for any damage or loss thereby sustained by the Supplier and such expenses will be recoverable by the Council from the Supplier.

15. INDEMNITY AND INSURANCE

15.1 The Supplier undertakes to indemnify the Council from and against any and all actions, costs (including professional costs), claims, demands, liabilities, losses and expenses (whether direct or indirect, present or future, actual or contingent) incurred by or arising against the Council in connection with any of the following:

(a) any failure of the Goods/Services to comply with the Conditions and any Special Conditions set out in the Contract;

(b) any actual or alleged non-compliance of the Goods/Services with any law, regulation, code of practice or regulatory requirement (whether of the United Kingdom or elsewhere) which is applicable to the Goods/Services;

(c) any personal injury to or death of any person or any damage to any property (other than as a result of any default or neglect of the Council or of any person for whom it is responsible) which arises out of the negligent or imperfect or improper performance of the Contract by the Supplier or his/her workmen, servants or agents, or any actual or alleged defect in the Goods/Services supplied;

(d) any claim against the Council by any third party as a result of any breach by the Supplier of the Contract or any obligations implied on the Supplier's part by the Sales of Goods Act 1979, the Supply of Goods and Services Act 1982 or any other statute or statutory provision relevant to the Contract or the Goods/Services supplied under it

15.2 Before entering into the Contract, the Supplier will take out insurance (with a reputable insurer) and during the continuance of the Contract and for twelve months after it will maintain such insurance against all the liabilities, payments, proceedings, costs, charges, damages, expenses, claims, and demands referred to in the Contract (including public liability insurance of at least £5 million (five million pounds sterling) per claim in relation to a Contract for Services involving works and £2 million (two million pounds sterling) per claim for other Contracts) and will when required produce to the Authorised Officer the policy, or policies of such insurance together with the receipt for the payment of the last premium in respect thereof.

16. ASSIGNMENT OR SUB-CONTRACTING

16.1 The Supplier will not transfer or assign directly or indirectly to any person or persons whatever, the whole or any portion of the Contract without the written permission of the Council. Sub-contracting other than that which may be customary in the trade concerned is prohibited unless the written consent of the Council is first obtained. The Supplier will be responsible for the observance of all the provisions of the Contract by all sub-contractors and by manufacturers and suppliers of Goods used in the execution of the Contract.

17. BRIBERY CORRUPTION AND TERMINATION OF THE CONTRACT

17.1 The Council shall be entitled immediately to terminate this contract and to recover from the Supplier the amount of any loss resulting from such termination if:

- 17.2 The Supplier shall have offered or given or agreed to give to any person any gift or consideration of any kind as inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to this contract or any other contract with the Council;
- 17.3 The like acts shall have been done by any person employed by the Supplier or acting on its behalf (whether with or without the knowledge of the Supplier);
- 17.4 In relation to any contract with the Council the Supplier or person employed by him or acting on his, her or its behalf shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916 or have given any fee or reward, the receipt of which is an offence under the Local Government Act 1972 section 117.

18. WHISTLEBLOWING

- 18.1 The Council has whistleblowing and Anti-fraud and Corruption policies which are available on the Council's website [www.south-norfolk.gov.uk] Suppliers are expected to abide by those policies.

19. TERMINATION OF THE CONTRACT

- 19.1 The Council may (without prejudice to any other rights or remedies under the Contract including other rights to terminate the Contract) terminate the Contract immediately (by giving written notice) if the Supplier:
- (a) breaches or fails to observe any provision of this Contract, where the Council has given written notice of the breach or non-observance to the Supplier allowing 14 days from receipt of the notice to rectify the breach or non-observance and the breach or non-observance is not rectified (either fully or at all) in that time;
 - (b) becomes insolvent or bankrupt or if an order is made or a resolution is passed for its winding up or if an administrator, administrative receiver or receiver is appointed in respect of the whole or any part of the Supplier's assets or business or if the Supplier makes any composition with its creditors or takes or suffers any similar or analogous action in consequence of debt.
 - (c) the Supplier has committed a fundamental breach of the Contract which in the Council's reasonable opinion justifies immediate termination of the Contract.

19.2 Any termination under either Clause 18.1 or any other Clause of the Contract, will be without prejudice to the rights of the Council in respect of any prior breach by the Supplier of the Contract.

20. MATTERS BEYOND A PARTY'S CONTROL

20.1 If either Party is prevented from fulfilling its obligations under the Contract by reason of any supervening event beyond its control including (but not limited to) war, national emergency, flood, earthquake, strike or lockout (other than a strike or lockout induced by the Party so affected) the Party unable to fulfil its obligations will immediately give notice of this to the other Party and will do everything in its power to resume performance.

20.2 Neither Party will be deemed to be in breach of its obligations under the Contract in the circumstances set out in Clause 19.1, subject to the terms set out in that Clause.

20.3 If and when the period of such incapacity exceeds two weeks, then the Contract will automatically terminate unless the Parties first agree otherwise in writing.

21. SERVICE OF NOTICES

21.1 Any notice to the Supplier will be deemed to be sufficiently served if given or left in writing at his/her usual or last place of abode or business and proof of postage of any notice of the Supplier at his/her usual or last place of abode or business will be sufficient evidence of its receipt by him/her.

22. THIRD PARTIES

22.1 This Contract does not confer on any third party the right to enforce any term of the Contract.

23. DISPUTE RESOLUTION

23.1 If any dispute or difference whatsoever arises between the parties in connection with or arising out of the Contract either party may give the other seven days notice to resolve the dispute or difference through Alternative Dispute Resolution (ADR) in accordance with the mediation procedure of the Centre for Effective Dispute Resolution. If the parties fail to agree terms of settlement of their dispute or difference within 56 days of the receipt of such notice or the party to whom the notice is given refuses to participate in the ADR procedure then the matter may be referred to the Courts of England.

24. HEALTH AND SAFETY

24.1 The Supplier will comply with all legal requirements the Health and Safety at Work Act 1974 and any regulation or order made under it and any statutory amendment to it and any legal requirements of the European Union and international agreements applicable to the Goods and/or Services.

25. EQUALITIES

25.1 The Council has adopted policies and procedures to ensure that it meets its legal duties in relation to Equalities and its approach is summarised in the following statement:

- South Norfolk Council is committed to ensuring that all individuals and groups are treated with respect and are valued equally.
- We believe that no one should be disadvantaged in their contact with the Council or by the way services are provided.
- We will actively promote equality and will encourage the reporting of discriminatory incidents so that we can take action to support anyone experiencing discrimination on any grounds.
- We will make all our services accessible to everyone; irrespective of geographical barriers, age, gender, disability, race, sexual orientation, faith or religious belief.
- We will actively include relevant people and groups in our public engagement.
- We will ensure that our staff and members are trained in equality matters.
- We will conduct impact assessments on all of our functions and policies to ensure that they comply with legislation and do not discriminate.
- We will collect information about our customers to determine whether all sections of the population have equal access to all of our services.
- In line with our procurement policy, we will treat everyone fairly.

25.2 Our good practice will be an example to others in employment and service delivery. In carrying out this contract the supplier shall comply with the statement in 24.1 and shall adopt and maintain policies to comply with its statutory obligations under:

- The Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000);
- The Sex Discrimination Act 1975 (as amended by the Sex Discrimination Act 1980 and the Employment Act 1989);
- The Disability Discrimination Act 1995.

25.3 The supplier shall not treat one group of people less favourably than others because of their sex, colour, race, religion, nationality, ethnic

origin or disability in relation to decisions to recruit, train or promote its personnel and in carrying out this contract.

The supplier shall indemnify the Council against any breach of the provisions of this clause.

26. HUMAN RIGHTS

26.1 In carrying out this contract the Supplier shall comply with all relevant Human Rights legislation, in particular as set out in the Human Rights Act 1998, as amended or replaced from time to time and to any subordinate legislation or bylaw made under that statute and shall indemnify the Council against any breach thereof.

27. LOCAL GOVERNMENT REORGANISATION

27.1 In the event that the Council in whole or in part is to become a unitary authority or merged with another authority by Implemental Order under the Local Government and Involvement in Public Health Bill 2007 or otherwise either party to this contract shall be entitled to serve notice terminating this contract on twelve months written notice.