



## Intellectual Property Office – The Welshman's Lunch

(IPO Contract Ref: W0703)

This Contract is made between: -

**A. The Intellectual Property Office**, acting on behalf of the Secretary of State for the Department for Science Innovation and Technology (DSIT) and as part of the Crown, (the “IPO”) of Concept House Cardiff Road, Newport, NP10 8QQ;

and

**B. The Welshman's Lunch** (the “Supplier”) whose registered office is at Unit 23, Phoenix Industrial Estate, Newport, NP19 0LW.

### Agreement

1. This Agreement establishes the terms and conditions that will govern all orders placed by the IPO ("Orders") with the Supplier.
2. The details of each individual Order, including menu selections, event dates, and pricing, shall be agreed upon separately, but all such Orders shall incorporate and be subject to the provisions of this Agreement. In the event of any conflict between the terms of this Agreement and the specific terms of an Order, the terms of this Agreement shall prevail unless otherwise agreed in writing by both parties.
3. The Supplier's acceptance of an Order placed by the IPO shall constitute acceptance of these terms and conditions, as well as the individual Order and become a binding contract.

### Fulfilment of Order

4. The Supplier will supply and deliver the food and provide catering services as specified in our Orders, emails or purchase orders. All products must comply with quality standards, including freshness, shelf-life, and relevant food safety regulations.

### Product Quality and Safety

5. All products supplied must be provided with reasonable care and skill, comply with the Food Safety Act 1990 and all applicable food safety standards, including, but not limited to, allergen labelling requirements, temperature control during transportation, and hygienic packaging. Any failure to meet these requirements will constitute grounds for immediate rejection of an Order or termination of this agreement.



### **Delivery**

6. Deliveries will be made to the IPO in accordance with the Order. All deliveries must be made in compliance with any agreed delivery times to ensure the freshness of perishable goods.
7. Time is of the essence for deliveries. If the Supplier fails to deliver the goods on the agreed delivery date or supplies incomplete or incorrect products, the IPO reserves the right to reject the delivery. The IPO shall not be liable for any fees in relation to the part of the Order which has been rejected.

### **IPO Security Requirements**

8. The Supplier agrees to comply with all security policies, procedures, and arrangements as specified by the IPO from time to time, including but not limited to access control measures, identification protocols, and any other requirements applicable to the IPO's premises or event locations. The IPO reserves the right to modify these security arrangements at any time, and the Supplier shall ensure that all personnel, agents, and subcontractors adhere to such changes.

### **Price and Payment Terms**

9. The prices for the food and catering products will be as set out at the Supplier's website, or any other method communicated by the Supplier to the IPO.
10. All amounts stated are exclusive of VAT, which will be charged in addition at the rate in force at the time the Customer is required to make payment.
11. Payment will be made within 30 days of receipt of a valid invoice which must reference the correct IPO purchase order number.

### **Cancellations and Substitutions**

12. The Supplier must notify IPO in advance of any product shortages or required substitutions. Substituted products must be of equal or higher quality, and any substitutions must be approved by IPO before delivery.

### **Food Traceability and Recall**

13. The Supplier must maintain full traceability records for all products supplied and, in the event of a food safety issue or recall, must promptly notify IPO and provide assistance in the recall of affected products.

### **Standard Terms and Conditions**

14. Unless expressly stated otherwise, IPO's standard terms and conditions for the purchase of goods shall apply to this agreement. These can be found at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/822931/terms-of-condition-services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/822931/terms-of-condition-services.pdf).



**Term**

15. This agreement will commence on the date of signing by both parties and will continue until 30 September 2027, or if terminated by either party with 30 days written notice.

**Signed by the parties' duly authorised representatives: -**

For and on behalf of the Supplier:

For and on behalf of the IPO: