



OFFICIAL: COMMERCIAL – SENSITIVE

ORDER

ORDER NO: SER/ 0660

Date of Order: 06/02/2017

(To be quoted on all correspondence relating to this Order)

FROM (Customer):

Water Services Regulation Authority
Centre City Tower
7 Hill Street
Birmingham
B5 4UA

Project Manager – Rosanna Pellarin

T: 0121 644 7614
E: rosanna.pellarin@ofwat.gsi.gov.uk

TO (Supplier):

██████████
Broadstock Office Furniture Limited
Brunel Road
Lyme Green Business Park
Macclesfield
SK11 0TA

Contractor Representative: ██████████

SERVICES TO BE DELIVERED TO:

Ofwat, Centre City Tower, 7 Hill Street, Birmingham, B5 4UA;

INVOICE ADDRESS:

finance@ofwat.gsi.gov.uk
or
Finance Team
Water Services Regulation Authority
Centre City Tower
7 Hill Street
Birmingham
B4 5UA

Any Agreement arising from this Order shall be governed by the: Revised proposal from Broadstock Office Furniture Ltd dated 06 February 2017, the contents of this Order, Broadstock Terms and Conditions. Where there are any contradictions between Broadstock Terms and Conditions and the contents of this Order then the latter shall apply.

Description of Services Requirement : PROC.03.0127STA – Darwin Area Furniture requirement

The Commencement Date shall be 7 February 2017.

The Expiry Date is 31 March 2017

The capped price for the project is the price of your bid submission £27,995 ex VAT with the sole exceptions of:

- Value Added Tax.

The offer will be the capped price payable by the Customer for the project and will only be exceeded by agreement between the Parties. Such agreement will only be given by the Customer where cost overruns have arisen as a result of the work involved being over and above that reasonably anticipated prior to the Customer's approval to commence work on the project.

OFFICIAL: COMMERCIAL – SENSITIVE



The Customer will not pay for:

- Any items which it regards as part of the Supplier's overheads (for example; word-processing, secretarial time, cost of faxes and telephone charges);
- Any expenses not authorized in advance by the Project Manager;

Deliverables

The Contractor will be required to supply and install the furniture specified in the Revised Order of 06 February 2017 by 24 March 2017 and to the satisfaction of the Project Manager.

Progress

The Supplier will discuss with the Project Manager any arrangements that define progress made on this project.

Payment profile

Accurate Invoices shall be paid within 30 days of delivery and installation.

Invoicing

All invoices shall contain the following information:

- the Order number (as stated above);
- a summary of the Services; and
- the line value; total value excluding Value Added Tax (VAT), the VAT percentage and total value including VAT.
- The Purchase Order number starting with the prefix IPOS.

The Customer shall pay the Supplier within thirty (30) calendar days of receipt of a valid invoice, submitted in compliance with this clause.

Invoices must not contain the Supplier's terms and conditions, nor can reference be made to the Supplier's terms and conditions. Invoices with the Supplier's terms and conditions printed on them or referred to therein will not be accepted by the Customer.

Payment will be made electronically via Banks Automated Clearing Services (BACS).



Variation to Contract

Any amendments to the Contract must be agreed in writing.

BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Customer to provide the Services. The Parties hereby acknowledge and agree that the contract includes by the: Revised proposal from Broadstock Office Furniture Ltd dated 06 February 2017, the contents of this Order, Broadstock Terms and Conditions.

For and on behalf of the Supplier:

Name	
Position	
Signature	
Date	6/2/17

For and on behalf of the Customer:

Name	Rosanna Pellarin
Position	Associate
Signature	
Date	06.02.17

