

CROYDON COLLEGE TERMS & CONDITIONS OF CONTRACT

1. Definitions

"We", "Us" and "Our" means Croydon College.

"You" and "Your" means the person, firm or company to whom the purchase order is addressed and any employees, sub-contractors or agents of the said person, firm or company.

"Goods" means the materials, articles, works and services described in the contract.

"Packaging" means any type of packaging including bags, cases, carboys, cylinders, drums and pallets.

"Authorised Officer" means our employee, authorised, either generally or specifically, by us to sign our purchase order, confirmation of which may be obtained from the Purchasing Manager.

"Authorised" means signed by one of our authorised officers.

"Purchase Order" means our authorised purchase order having these general conditions of purchase on its reverse or attached to it or referring to these general conditions of purchase on its face.

"Order Amendment" means our authorised order amendment or series of order amendments, each order amendment having precedence over any earlier order amendment.

"Contract" has the meaning given in Condition 2 below.

"Price" has the meaning given in Condition 3 below.

"Sale of Goods Act 1979" shall mean the Sale of Goods Act 1979 as amended by the Sale and Supply of Goods Act 1994.

"Supply of Goods and Services Act 1982" shall mean the Supply of Goods and Services Act 1982 as amended by the Sale and Supply of Goods Act 1994.

2. The contract

You agree to sell and we agree to purchase the goods in accordance with the contract. The contract shall comprise (in order of precedence): any order amendments; the purchase order; these general conditions of purchase and any other document (or part document) referred to on the purchase order. The contract shall not include any of your conditions of sale, notwithstanding reference to them in any document. However, should this contract be held by a court of competent jurisdiction to include your terms and conditions of sale then in the event of any conflict or apparent conflict these general conditions of purchase shall always prevail over your terms and conditions of sale. Delivery of goods in response to a purchase order or order amendment shall be taken to imply that you have accepted the terms and conditions of this contract.

3. Price

You will sell us the goods for the firm and fixed price stated in the contract. If no price is stated in the contract then the price shall be a fair price, taking into account prevailing market conditions. The price shall include storage, packing, insurance, delivery, installation and commissioning (as applicable) but shall exclude VAT.

4. Variations

We shall have the right, before delivery, to send you an order amendment adding to, deleting or modifying the goods. If the order amendment will cause a change to the price or delivery date then you must suspend performance of the contract and notify us without delay, calculating the new price and delivery date at the same level of cost and profitability as the original price. You must allow us at least 10 working days to consider any new price and delivery date. The order amendment shall take effect when but only if our authorised officer accepts in writing the new price and delivery date within the time you stipulate. If our authorised officer fails to confirm the order amendment within the time you stipulate then performance of the contract shall immediately resume as though the said order amendment had not been issued (except that we may still exercise our right of cancellation in accordance with Condition 5).

5. Our right of cancellation

In addition to our other rights of cancellation under this contract, we may cancel the purchase order and any order amendment thereto at any time by sending you a notice of termination. You will comply with any instructions that we may issue with regard to the goods. If you submit a termination claim then we will pay to you the cost of any commitments, liabilities or expenditure which in our reasonable opinion were a consequence of this contract at the time of termination. The total of all payments made or due under this contract, including any termination payment, shall not exceed the price. If you fail to submit a termination claim within three months of the date of our notice of termination then we shall have no further liability under the contract.

6. Quality and description

a The goods shall:

- I. conform in every respect with the provisions of the contract;
- II. be capable of all standards of performance specified in the contract;
- III. be fit for any purpose made known to you expressly or by implication. In this respect we rely on your skill and judgment;
- IV. be new, unless otherwise specified on the purchase order and be of sound materials and skilled and careful workmanship;
- V. correspond to their description or any samples, patterns, drawings, plans and specifications referred to in the contract;
- VI. be of satisfactory quality
- VII. comply with any current legislation;
- VIII. be "Year 2000 Compliant" as defined by BSI reference DISC-PD2000-1 which states:
"Year 2000 conformity shall mean that neither performance nor functionality is affected by dates prior to, during and after the year 2000."

b Unless specifically required under the contract, there shall be no asbestos content in the goods.

7. Work on our premises

If the contract involves any works or services which you perform on our premises then the following conditions shall apply:

- a You shall ensure that you and your employees, your sub-contractors and their employees and any other person associated with you will adhere in every respect to the obligations imposed on you by current safety legislation.

- b You shall ensure that you and your employees, your sub-contractors and their employees and any other person associated with you will comply with any regulations that we may notify to you in writing.

8. Progress and inspection

- a You shall at your expense provide any programmes of manufacture and delivery that we may reasonably require. You shall notify us, in writing, without delay, if your progress falls behind or may fall behind any of these programmes.
- b We shall have the right to check progress at your works or the works of sub contractors at all reasonable times, to inspect and to reject goods that do not comply with the contract. Your sub-contracts shall reserve such right for us.
- c Any inspection, or approval shall not relieve you from your obligations under this contract.

9. Packaging

Unless otherwise stated in the contract, all packaging shall be non-returnable. If the contract states that the packaging is returnable, you must give us full disposal instructions before the time of delivery. The packaging must be clearly marked to show to whom it belongs. You must pay the cost of all the carriage and handling for the return of the packaging. We shall not be liable for any packaging lost or damaged in transit.

10. Safety

You shall observe all legal requirements of the United Kingdom, European Union and relevant international agreements in relation to health, safety and environment and in particular to the marking of hazardous goods, the provision of data sheets for hazardous materials and all provisions relating to food.

11. Delivery

- a The goods shall be adequately packed and despatched at your expense to arrive in good condition at the time or times and the place or places specified in the contract.
- b If you or your carrier deliver any goods at the wrong time or to the wrong place then we may deduct from the price any resulting costs of storage or transport.

12. Late delivery

If the goods or any part of them are not delivered by the time or times specified in the contract then we may by written notice cancel any undelivered balance of the goods. We may also return for full credit and at your expense any goods that in our opinion cannot be used owing to this cancellation. In the case of services, we may have the work performed by alternative means and any additional costs reasonably so incurred shall be at your expense. This shall not affect any other rights that we have.

13. Property and risk

- a You shall bear all risks of loss or damage to the goods until they have been delivered and received by a member of staff at Croydon College.
- b Ownership of the goods shall pass to us
 - I. when the goods have been delivered, but without prejudice to our right of rejection under this contract
 - II. and
 - III. at the time any advance or stage payment is made, in which case you must mark the goods as our property as soon as possible.

14 Acceptance

We shall have the right to reject the goods in whole or in part whether or not paid for in full or in part within a reasonable time of delivery if they do not conform with the requirements of this contract. It is agreed that we may exercise the right of rejection notwithstanding any provision contained in section 11 or section 15A or section 30 (subsections 2A and 2B) or section 35 of the Sale of Goods Act 1979. We shall give you a reasonable opportunity to replace the goods with new goods that conform with this contract, after which time we shall be entitled to cancel the purchase order and purchase the most appropriate goods elsewhere. In the event of cancellation under this condition you shall promptly repay any moneys paid under the contract without any retention or offset whatsoever. Cancellation of the purchase order under this condition shall not affect any other rights we may have. You must collect all rejected goods within a reasonable time of rejection or we shall return them to you at your risk and expense.

15 Payment

Unless stated otherwise in the contract we shall pay you by BACS 30 days after receipt of a correctly rendered invoice. Your invoice must be addressed to the Finance department and must quote the full purchase order number. We shall not be held responsible for delays in payment caused by your failure to comply with our invoicing instructions.

16 Your Warranty

It is expressly agreed between us that:

- a You shall promptly make good at your expense any defect in the goods that we discover under proper usage during the first of 12 months of actual use or 18 months from the date of acceptance by us whichever period shall expire first. Such defects may arise from your faulty design, your erroneous instructions as to use or inadequate or faulty materials or poor workmanship or any other breach of your obligations whether in this contract or at law.
- b Repairs or replacements will themselves be covered by the above warranty but for a period of 12 months from acceptance by us.
- c You will ensure that compatible spares are available to facilitate repairs (where applicable) for a period of at least 10 years from the date of delivery of the goods.

17 Indemnity and insurance

- a You shall indemnify us against all loss, actions, costs, claims, demands, expenses and liabilities whatsoever (if any) which we may incur either at common law or by statute in respect of personal injury to or death of any person or in respect of any loss or destruction of or damage to property (other than as a result of any default or neglect of ourselves or of any person for whom we are responsible) which shall have occurred in connection with any work executed by you under this contract or shall be alleged to be attributable to some defect in the goods.
- b This purchase order is given on the condition that (without prejudice to the generality of Condition 17 (a) you will indemnify us against all loss, costs, claims, demands, expenses and liabilities whatsoever (if any) which we may incur either at common law or by statute (other than as a result of any default or neglect of ourselves or of any person for whom we are responsible) in respect of personal injury or death of any of your or our employees, agents, sub-contractors or other representatives while on our premises whether or not such persons are (at the time such personal injury or deaths are caused) acting in the course of their employment.
- c You will indemnify us against any and all losses, costs, expenses and liabilities caused to us whether directly or as a result of the action, claim or demand of any third party by reason of any breach by you of these conditions or of any terms or obligations on your part implied by the Sale of Goods Act 1979, the Supply of Goods and Services Act 1982 or any other statute or statutory provision relevant to the contract or to goods or work covered thereby. This indemnity shall not be prejudiced or waived by any exercise of our rights under Condition 14.
- d You shall hold satisfactory insurance cover with a reputable insurer to fulfill your insurance obligations for the duration of the contract including public liability insurance cover of at least £2M (two million pounds Sterling). You shall effect insurance against all those risks arising from your indemnity in Condition 17(c). Satisfactory evidence of such insurance and payment of current premiums shall be shown to us upon request.

18 Recovery of sums due

Whenever under the contract any sums of money shall be recoverable from or payable by you, they may be deducted from any sums then due, or which at any later time may become due to you under this contract or under any other contract you may have with us.

19 Matters beyond control

If either party is delayed or prevented from performing its obligations under this contract by circumstances beyond the reasonable control of either party (including without limitation any form of government intervention, strikes and lock-outs relevant to the purchase order or breakdown of plant), such performance shall be suspended, and if it cannot be completed within a reasonable time after the due date as specified in the purchase order, then the contract may be canceled by either party. We shall pay to you such sum as may be fair and reasonable in all the circumstances of the case in respect of work performed by you under the purchase order prior to cancellation but only in respect of work that we have received full benefit as originally contemplated in the contract. This provision can have effect only if it is called into operation by the party wishing to rely on it giving written notice to the other to that effect.

Articles on loan and use of information

- a All tools, materials, drawings, specifications and other equipment and data ("the Articles") loaned by us to you in connection with the contract shall remain always our property and be surrendered to us upon demand in good and serviceable condition (fair wear and tear allowed) and are to be used by you solely for the purpose of completing the contract. You agree that no copy of the articles will be made without the consent in writing of our authorised officer. Until you return all the articles to us they shall be at your risk and insured by you at your expense against the risk of loss, theft or damage. Any loss of or damage to such articles shall be made good by you at your expense. All scrap arising from the supply of such articles must be disposed of at our discretion and all proceeds of sales of such scrap must promptly be paid to us in full.
- b Any information derived from our property or otherwise communicated to you in connection with the contract shall be kept secret and confidential and shall not without the consent in writing of our authorised officer be published or disclosed to any third party, or made use of by you except for the purpose of implementing the contract.

Ownership of results

If the contract involves design and/or development work:

- a All rights in the results of the work arising out of or deriving from this contract, including inventions, designs, copyright and knowledge, shall be our property and we shall have the sole right to determine whether any letters patent, registered design, trademark and other protection shall be sought.
- b You shall promptly communicate to us all such results and shall if requested and at our expense do all acts and things necessary to enable us or our nominee to obtain letters patent, registered designs and other protection for such results in all territories and to assign the same to us or our nominee.
- c You shall ensure that all technical information (including computer programs and programming information) arising out of or deriving from this contract is held in strict confidence except for any such information which becomes public knowledge other than by breach of this contract.

Infringement of patents

With the exception of goods made to our design or instructions, you warrant that neither the goods nor our use of them will infringe any patent registered design trade mark copyright or other protected right and undertake to indemnify us against all actions, claims, demands, costs, charges and expenses arising from or incurred by reason of any infringement or alleged infringement of any such right.

Non-observance of conditions

If you breach or fail to observe any condition of this contract we may give you written notice of such breach or non-observance and you shall have 28 days from receipt of the notice in which to rectify the breach or non-observance. Should you fail to rectify the breach or non-observance, then we shall have the right to give you written notice terminating the contract with immediate effect.

Your insolvency

If you become insolvent or bankrupt or (being a company) make an arrangement with your creditors or have an administrative receiver or administrator appointed or commence to be wound up (other than for the purposes of amalgamation or reconstruction) we may without replacing or reducing any other of our rights terminate the contract with immediate effect by written notice to you or any person in whom the contract may have become vested.

Assignment and subletting

The contract shall not be assigned by you nor sub-let as a whole. You shall not sub-let any part of the contract without our written consent, but we shall not refuse such consent unreasonably. The restriction contained in this condition shall not apply to sub-contracts for materials for minor details or for any part of which the makers are named in the contract. You shall be responsible for all work done and goods supplied by all subcontractors.

Corrupt gifts

In connection with this or any other contract between you and us, you shall not give, provide, or offer to our staff and agents any loan, fee, reward, gift, emolument or advantage whatsoever. In the event of any breach of this Condition, we shall, without prejudice to any other rights we may possess, be at liberty forthwith to terminate this and any other contract and to recover from you any loss or damage resulting from such termination.

Waiver

A failure at any time to enforce any provision of the contract shall in no way affect the right at a later date to require complete performance of the contract, nor shall the waiver of the breach of any provision be taken or held to be a waiver of any subsequent breach of the provision or be a waiver of the provision itself.

Notice

All notices and communications required to be sent by you or us in this contract shall be made in writing and sent by first or second class mail. If sent to you, they shall be sent to your registered or head office. If sent to us, they shall be sent to The Purchasing Manager, Croydon College, College Road, Croydon CR9 1DX.

Amendment

No addition, alteration or substitution of these conditions will bind us or form part of the contract unless and until accepted in writing by our authorised officer.

Law

This contract shall be subject to English Law and the jurisdiction of the English courts

APPENDICES

APPENDIX 1

INFORMATION REQUIRED

Respondents to this tender should provide responses to the following points. This is in addition to responses required in Appendix 1 and 2.

Proposed Methodology & Resourcing

- 1) Outline the reasons why you believe that your organisation should be selected by the College to supply the services described in Section 2.1 of this Invitation to Tender.
- 2) Describe how you propose to deliver the services outlined in Section 2.1 of this Invitation to Tender within the target period.
- 3) Provide CVs for the relevant staff who will deliver the services under this contract day-to-day, highlighting the CV for any key member of staff who will be in a supervisory role should your submission be successful (including their name, address, phone number and email address).
- 4) In anticipation of on-campus activity, confirm the relevant staff who will deliver the services under this contract day-to-day are in possession of an enhanced DBS certificate dated within 6-months, or will otherwise complete a DBS process as required by the College prior to the start of the contract.
- 5) Demonstrate, specifically, the track record of the team proposed for the delivery of this contract, detailing their experience in education settings and demonstrating their ability to deliver within the target programme periods.
- 6) Details of any exclusion or qualifications to your tender submission.

Experience and understanding of the sector

- 7) Provide an overview of applicable risks and opportunities associated with the project.
- 8) Provide two references from other FE or related educational institutions, preferably for comparable projects. Include contact details for the referees including telephone numbers.

Case Studies

- 9) Demonstrate that your organisation has a proven track record of successful marketing for education settings, including a minimum of 2 relevant case studies detailing budget, programme, client and project summary, impact and outcome.

Company Information

- 10) Provide your audited accounts for the past two years.
- 11) Provide your standard form of agreement, or terms of business.
- 12) Confirm the name, address, phone and email address of the person(s) dealing with this procurement. An indication of their level of responsibility and their authority to commit the service provider to a course of action are required. *

*responses to these points are not scored, but should be provided.