

Standard Terms and Conditions of Purchase

1. INTERPRETATION

- 1.1 In these Conditions:
- 'COLLEGE'** means **MILTON KEYNES COLLEGE** of Chaffron Way, Milton Keynes, MK6 5LP
- 'CONDITIONS'** means the standard terms and conditions of purchase set out in this document and (unless the context otherwise requires) includes any special terms and conditions agreed in Writing between the College and the Seller
- 'CONTRACT'** means the contract for the sale and purchase of the Goods and the supply and acquisition of the Services
- 'DELIVERY ADDRESS'** means the address for delivery stated on the Order
- 'GOODS'** means the goods (including any Instalment of the goods or any part of them) described in the Order
- 'SERVICES'** means the services (if any) or part thereof described in the Order
- 'ORDER'** means the College's purchase order to which these Conditions are annexed
- 'PRICE'** means the price of the Goods and/or the charge for the Services
- 'SELLER'** means the person so described in the Order
- 'SPECIFICATION'** includes any plans, drawings, data or other information relating to the Goods or Services
- 'WRITING'** includes telex, cable, facsimile transmission, internet e mail and comparable means of communication.
- 1.2 Any reference in these Conditions to a statute or a provision of a statute shall be construed as a reference to that statute or provision as amended, re-enacted or extended at the relevant time.
- 1.3 The headings in these Conditions are for convenience only and shall not affect their interpretation.
2. **BASIS OF PURCHASE**
- 2.1 The Order constitutes an offer by the College to purchase the Goods and/or acquire the Services subject to these Conditions.
- 2.2 These Conditions shall apply to the Contract to the exclusion of any other terms and conditions on which any quotation has been given to the College or subject to which the Order is accepted or purported to be accepted by the Seller.
- 2.3 The Order will lapse unless unconditionally accepted by the Seller in Writing within 14 days of its date.
- 2.4 No variation to the Order or these Conditions shall be binding unless agreed in writing between the authorised representatives of the College and the Seller.
3. **SPECIFICATIONS**
- 3.1 The quantity, quality and description of the Goods and the Services shall be as specified in the Order and/or in any applicable Specification supplied by the College to the Seller or agreed in writing by the College.
- 3.2 Any Specification supplied by the College to the Seller, or specifically produced by the Seller for the College, in connection with the Contract, together with the copyright, design rights or any other intellectual property rights in the Specification, shall be the exclusive property of the College. The Seller shall not disclose to any third party or use any such Specification except to the extent that it is or becomes public knowledge through no fault of the Seller, or as required for the purpose of the Contract. The Seller shall use the Specification only for the purposes of the Contract and shall return it carriage paid to the College on the College's request at any time or, if no request is made, on the completion of the Contract.
- 3.3 The Seller shall be responsible for any errors or omissions in any drawings, calculations or particulars supplied by it whether or not such information has been approved by the College.
- 3.4 The Seller shall comply with all applicable regulations or other legal requirements concerning the manufacture, packaging, packing and delivery of the Goods and the performance of the Services.
- 3.5 The Seller shall not unreasonably refuse any request by the College to inspect and test the Goods during manufacture, processing or storage at the premises of the Seller or any third party prior to dispatch, and the Seller shall provide the College with all facilities reasonably required for inspection and testing. No inspection or test or failure to inspect or test shall constitute acceptance of the Goods or affect any liability of the Seller under the Contract.
- 3.6 If as a result of inspection or testing the College is not satisfied that the Goods will comply in all respects with the Contract, and the College so informs the Seller within 7 days of inspection or testing, the Seller shall take such steps as are necessary to ensure compliance.
- 3.7 The Goods shall be marked in accordance with the College's instructions and any applicable regulations or requirements of the carrier, and properly packed and secured so as to reach their destination in an undamaged condition in the ordinary course.
4. **PRICE OF THE GOODS AND SERVICES**
- 4.1 The Price of the Goods and the Services shall be as stated in the Order and, unless otherwise so stated, shall be:
- exclusive of any applicable value added tax (which shall be payable by the College subject to receipt of a VAT invoice); and
 - inclusive of all charges for packaging, packing, shipping, carriage, insurance and delivery of the Goods to the Delivery Address and any duties, imposts or levies other than value added tax.
- 4.2 No increase in the Price may be made (whether on account of increased material, labour or transport costs, fluctuation in rates of exchange or otherwise) without the prior consent of the College in writing.
- 4.3 The College shall be entitled to any discount for prompt payment, bulk purchase or volume of purchase customarily granted by the Seller, whether or not shown on its own terms and conditions of sale.
5. **TERMS OF PAYMENT**
- 5.1 The Seller shall be entitled to invoice the College on or at any time after delivery of the Goods or performance of the Services, as the case may be, and each invoice shall quote the number of the Order.
- 5.2 If no order number is quoted on the invoice then payment will be made within a period of 180 days from the date of receipt of the invoice by the College.
- 5.3 Unless otherwise stated in the Order, the College shall pay the Price of the Goods and the Services within a period of 30 days from the date on which the College has determined that the invoice is valid and undisputed or, if later, after acceptance of the Goods or Services in question by the College.

- 5.4 The College shall be entitled to set off against the Price any sums owed to the College by the Seller.
6. **DELIVERY**
- 6.1 The time of delivery of the Goods and of performance of the Services is of the essence of the Contract.
- 6.2 The Goods shall be delivered to, and the Services shall be performed at, the Delivery Address on the date(s) or within the period stated in the Order, in either case during the College's usual business hours.
- 6.3 Where the date of delivery of the Goods or of performance of the Services is to be specified after the placing of Order, the Seller shall give the College reasonable notice of the anticipated completion date. If this does not meet the College's reasonable requirements the College shall be entitled to cancel the order without liability of any kind.
- 6.4 A packing note quoting the number of the Order must accompany each delivery or consignment of the Goods and must be displayed prominently.
- 6.5 If the Goods are to be delivered, or the Services are to be performed, by instalments, the Contract will be treated as a single contract and not severable.
- 6.6 The College shall be entitled to reject any Goods delivered which are not in accordance with the Contract, and shall not be deemed to have accepted any Goods until the College has had a reasonable time to inspect them following delivery or, if later, within a reasonable time after any latent defect in the Goods has become apparent.
- 6.7 The Seller shall supply the College in good time with any instructions or other information required to enable the College to accept delivery of the Goods and performance of the Services.
- 6.8 The College shall not be obliged to return to the Seller any packaging or packing materials for the Goods, whether or not any Goods are accepted by the College.
- 6.9 If the Goods are not delivered or the Services are not performed on the due date then, without prejudice to any other remedy, the College shall be entitled to deduct from the Price or (if the College has paid the Price) to claim from the Seller by way of liquidated damage for delay 2% of the Price for every week's delay, up to a maximum of 20%.
- 6.10 Unless otherwise specified on the Order any outstanding balances of Goods or Services not delivered within three months of the last agreed delivery or service date shall, at the College's discretion, be cancelled. Payment will be based on the value of the Goods or Services delivered
7. **RISK AND PROPERTY**
- 7.1 Risk of damage to or loss of the Goods shall pass to the College upon delivery to the College in accordance with the Contract.
- 7.2 The property in the Goods shall pass to the College upon delivery, unless payment for the Goods is made prior to delivery, when it shall pass to the College once payment has been made and the Goods have been appropriated to the Contract.
8. **WARRANTIES AND LIABILITY**
- 8.1 The Seller warrants to the College that the Goods shall:
- conform in every respect with the requirements of the Contract;
 - be capable of all standards of performance specified in the Contract;
 - be fit for any purpose made known to the Seller expressly or by implication and in this respect the Purchaser relies on the skill and judgement of the Seller;
 - be new (unless otherwise specified on the Order) free from defects and be of sound materials and skilled and careful workmanship;
 - correspond with their description or any Samples, Patterns, Drawings, Plans and Specifications referred to in the Contract;
 - be of satisfactory quality (within the meaning of the Sale of Goods Act 1979 as amended);
 - comply with any legislation;
 - contain no asbestos unless specifically required under the Contract.
- 8.2 The Seller warrants to the College that the Services will be performed by appropriately qualified and trained personnel, with due care and diligence and to such high standard of quality as it is reasonable for the College to expect in the circumstances.
- 8.3 Without prejudice to any other remedy, if any Goods are not supplied or services are not performed in accordance with the Contract, then the College shall be entitled:
- to require the Seller to repair the Goods or to supply replacement Goods or Services in accordance with the Contract within 14 days; or
 - at the College's sole option, and whether or not the College has previously required the Seller to repair the Goods or to supply any replacement Goods or Services, to treat the Contract as discharged by the Seller's breach and require the repayment of any part of the Price which has been paid.
- 8.4 The Seller shall indemnify the College in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by the College as a result of or in connection with:
- breach of any warranty given by the Seller in relation to the Goods or the Services;
 - any claim that the Goods infringe, or their importation, use or resale, infringes, the patent, copyright, design right, trade mark or other intellectual property rights of any other person, except to the extent that the claim arises from compliance with any Specification supplied by the College;
 - any liability under the Consumer Protection Act 1987 in respect of the Goods;
 - any act or omission of the Seller or its employees, agents or subcontractors in supplying, delivering and installing the Goods; and
 - any act or omission of any of the Seller's personnel in connection with the performance of the Services.
- 8.5 The Seller shall be at all times fully insured with a reputable insurer against all insurable liability under the Contract.
- 8.6 Neither the Seller nor the College shall be liable to the other or be deemed to be in breach of the Contract by reason of any delay in performing, or any failure to perform, any of its obligations in relation to the Goods or the Services, if the delay or failure is beyond that party's reasonable control. Without prejudice to the generality of the foregoing, the following shall be regarded as causes beyond either party's reasonable control:
- act of God, explosion, flood, tempest, fire or accident;

- war or threat of war, sabotage, insurrection, civil disturbance or requisition;
 - acts, restrictions, regulations, bye-laws, prohibitions or measures of any kind on the part of any governmental, parliamentary or local authority;
 - import or export regulations or embargoes;
 - strikes, lock-outs or other industrial actions or trade disputes (whether involving employees or either the Seller or the College or of a third party);
9. **TERMINATION**
- 9.1 The College shall be entitled to cancel the Order in respect of all or part only of the Goods and/or the Services by giving notice to the Seller at any time prior to delivery or performance, in which event the College's sole liability shall be to pay to the Seller the Price for the Goods or Services in respect of which the College has exercised its right of cancellation, less the Seller's net saving of cost arising from cancellation.
- 9.2 The College shall be entitled at its discretion without prejudice to any other remedy to suspend performance of or to terminate the Contract without liability to the Seller by giving notice to the Seller at any time if:
- the Seller makes any voluntary arrangement with its creditors (within the meaning of the Insolvency Act 1986) or (being a company) becomes subject to an administration order or goes into liquidation (otherwise than for the purpose of amalgamation or reconstruction);
 - an encumbrancer takes possession, or a receiver is appointed, of any of the property or assets of the Seller;
 - the Seller ceases, or threatens to cease, to carry on business;
 - the College reasonably believes that any of the events mentioned above is about to occur in relation to the Seller and notifies the Seller accordingly;
- 9.3 The College may terminate any public contract (as defined by Directive 2014/24/EU of the European Parliament and of the Council) on the grounds set out in Para 73 (1) of the Public Contracts Regulations 2015 by giving reasonable notice to the contractor.
- 9.4 In the event of termination of the contract the College may keep or take possession of any Goods or of any items belonging to the College and to enter any premises of the Seller for that purpose.
10. **WORK ON COLLEGE PREMISES**
- 10.1 If the contract involves any work or services which the Seller performs on the College's premises the Seller shall ensure its employees, any subcontractors and their employees and any other person associated with the Seller will:
- adhere in every respect to the obligations imposed by current safety legislation.
 - comply with the Code of Practice for Contractors and subcontractors working on the premises of The College.
 - with any regulation that the College may notify the Seller of in writing governing the conduct of works and services on the College's premises.
 - not commence work on the College's premises without obtaining a work permit from the College's Estates Manager or nominated representative.
11. **HEALTH, SAFETY AND WELFARE**
- 11.1 The Seller shall observe all statutory requirements of the United Kingdom and the European Union in relation to health, safety, welfare and environmental protection and in particular to but not restricted to;
- Health, safety and welfare at work
 - Marking of hazardous goods
 - Provision of data sheets for hazardous materials
 - Provisions related to food.
12. **GENERAL**
- 12.1 The College may perform any of its obligations or exercise any of its rights hereunder by itself or through any other member of its group, provided that any act or omission of any such other member shall be deemed to be the act or omission of the College.
- 12.2 The Order is personal to the Seller and the Seller shall not assign or transfer or purport to assign or transfer to any other person any of its rights or sub-contract any of its obligations under the Contract.
- 12.3 Any notice required or permitted to be given by either party to the other under these Conditions shall be in writing addressed to that other party at its registered office or principal place of business or such other address as may at the relevant time have been notified pursuant to this provision to the party giving the notice.
- 12.4 No waiver by the College of any breach of the Contract by the Seller shall be considered as a waiver of any subsequent breach of the same or any other provision.
- 12.5 If any provision of these Conditions is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of these Conditions and the remainder of the provision in question shall not be affected thereby.
- 12.6 Any dispute arising under or in connection with these Conditions or the sale of the Goods shall be referred to arbitration by a single arbitrator appointed by agreement or (in default) nominated on the application of either party by the President for the time being of The Law Society, in accordance with the rules of The Law Society. Both parties shall accept the Arbitrators decision as binding.
- 12.7 The Contract shall be governed by the laws of England, and each party hereby submits to the exclusive jurisdiction of the English Courts.