# BROADLAND DISTRICT COUNCIL

# TERMS AND CONDITIONS

**1** **INTERPRETATION**

* 1. In this Contract unless the context otherwise requires:

'Authorised Officer' means an officer of the Council authorised by the Council (generally or specifically) to sign an Official Order

 'Conditions' means the terms and conditions of purchase set out in this document

 'Contract' means the Official Order, any tender documentation, these Conditions and any Special Conditions of Contract attached to or mentioned in the Official Order

'Council' means Broadland District Council

‘Data Processor’ as defined in the UK General Data Protection Regulation (UK GDPR).

‘Data Protection Legislation’ means the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the UK GDPR or the Data Protection Act 2018.

'Goods' mean any goods, articles, materials or things which are the subject of the Contract.

'Goods/Services' means the Goods and or Services which are the subject of the Contract, as the context requires

'Official Order' means the Council's order form, signed by an Authorised Officer

'Parties' means the Council and the Supplier

'Price' has the meaning given at Clause 6

'Services' mean any services or work which are the subject of the Contract

'Special Conditions' mean the special terms and conditions of purchase attached to or mentioned in the Official Order

'Supplier' means the person firm or company to whom the Official Order is addressed.

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

1.3 Where any Special Conditions are inconsistent with these Conditions the Special Conditions will have precedence.

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

**4** **LATE DELIVERY**

If:

(a) 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;

(b) 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 current legislation and any standard required by any applicable European and British standards specification or code of practice current throughout the duration of the Contract.

**6 PRICE**

6.1The 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.

**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 an Official Order signed by an Authorised Officer of the Council.

7.2 The Council will pay any invoice issued under Clause 7 within 30 days of receipt or 30 days from delivery of the Goods or completion of the supply of the Services whichever is later.

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.

**8.** **INVOICES**

8.1 (a) **Goods** The Supplier will send with the Goods an invoice or delivery note quoting the relevant Official 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.

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

8.2 The Council will not make payment unless an invoice in the form set out in Clause 8.1 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 Head of the establishment to which the Goods are delivered or the Services are supplied, or to the relevant Department at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew Norwich NR7 0DU, as requested on the official order.

**9 OWNERSHIP AND RISK**

9.1Ownership 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.

10.2All 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 therefrom.

**11 DATA PROTECTION**

11.1 Both parties shall comply with all applicable requirements of the Data Protection Legislation. This clause 11 is in addition to, and does not relieve, remove or replace, a party's obligations under the Data Protection Legislation.

11.2 Where the supplier is processing personal data on behalf of the Council, the parties acknowledge that for the purposes of the Data Protection Legislation, the Council is the Data Controller and the Supplier is the Data Processor (where “Data Controller” and “Data Processor” have the meanings as defined in the Data Protection Legislation). Schedule 1 sets out the scope, nature and purpose of processing by the Supplier, the duration of the processing and the types of personal data and categories of data subject (each “Personal Data” and “Data Subject” as defined in the Data Protection Legislation).

11.3 Without prejudice to the generality of clause 11.1, the Council will ensure that it has all necessary appropriate consents and notices in place to enable lawful transfer of the Personal Data to the Supplier for the duration and purposes of this Contract.

11.4 Without prejudice to the generality of clause 11.1, the Supplier shall, in relation to any Personal Data processed in connection with the performance by the Supplier of its obligations under this Contract:

(a) process that Personal Data only on the written instructions of the Council unless the Supplier is required by the laws of any member of the European Union or by the laws of the European Union applicable to the Supplier to process Personal Data (“Applicable Laws”). Where the Supplier is relying on laws of a member of the European Union or European Union law as the basis for processing Personal Data, the Supplier shall promptly notify the Council of this before performing the processing required by the Applicable Laws unless those Applicable Laws prohibit the Supplier from so notifying the Council;

(b) ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Council, to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);

(c) ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential; and

(d) not transfer any Personal Data outside of the European Economic Area unless the prior written consent of the Council has been obtained and the following conditions are fulfilled:

(i) the Council or the Supplier has provided appropriate safeguards in relation to the transfer;

(ii) the data subject has enforceable rights and effective legal remedies;

(iii) the Supplier complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred; and

(iv) the Supplier complies with reasonable instructions notified to it in advance by the Council with respect to the processing of the Personal Data.

(e) assist the Council, at the Council's cost, in responding to any request from a Data Subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;

(f) notify the Council immediately on becoming aware of a Personal Data breach in compliance with the Council Breach Notification Procedure;

(g) at the written direction of the Council, delete or return Personal Data and copies thereof to the Council on termination of the Contract unless required by Applicable Law to store the Personal Data; and

(h) maintain complete and accurate records and information to demonstrate its compliance with this clause 15A and allow for audits by the Council, the Council's designated auditor and regulatory bodies.

11.5 The Supplier shall seek the prior written consent of the Council where it wishes to appoint any third-party processor of Personal Data under this Contract. The Supplier confirms that where it is granted consent it will enter with the third-party processor into a written agreement incorporating terms which are substantially similar to those set out in this clause 11. As between the Council and the Supplier, the Supplier shall remain fully liable for all acts or omissions of any third-party processor appointed by it pursuant to this clause 11.5

11.6 Either party may, at any time on not less than 30 days’ notice, revise this clause 11 by replacing it with any applicable controller to processor standard clauses or similar terms forming party of an applicable certification scheme (which shall apply when replaced by attachment to this Contract).

11.7 Where the Council is required to put remedial or other actions or safeguards into place as a result of a supervisory authority’s or regulator’s direction or decision, the Supplier shall assist and cooperate with the Council at no further expense to make any changes, modifications or to take any action as may be directed (including within any timescale provided) from time to time.

**12. USE OF INFORMATION**

12.1 Subject to clause 12.2 and with the exception of information in all cases lawfully (a) in the public domain, (b) in the other party's possession, (c) received from a third party, (d) independently developed or (e) disclosable under a statutory or legal requirement all matters concerning the Contract will be confidential. Any drawings, specifications, diagrams, computer programmes, tools, materials or any other equipment or information acquired from the Council will only be used for the purpose for which they are supplied and will not be divulged, copied or transmitted to third parties without the prior written consent of the Authorised Officer. Such items remain the property of the Council and will be returned in good condition (fair wear and tear excepted) on completion of the Contract.

12.2 The Contractor will note and facilitate, at no additional charge and within the requisite timescales, the Council's compliance with the Freedom of Information Act 2000 or any statutory modification or re-enactment of or any related guidelines or codes of practice (“FOIA”). In the event that the Council is required to provide information to a person as a result of a request made to it under the FOIA the Council shall adhere to the requirements of the FOIA in disclosing information relating to the Contract and the Contractor.

**13 OWNERSHIP OF RESULTS**

13.1If 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 is held in strict confidence except for any such information which becomes public knowledge other than by breach of this Contract.

**14 REJECTION AND REPLACEMENT**

14.1If 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.

14.2 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 shall 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.

**15** **REMOVAL OF REJECTED GOODS**

15.1 Any Goods which are rejected under Clause 14 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 shall not be liable for any damage or loss thereby sustained by the Supplier and such expenses shall be recoverable by the Council from the Supplier.

**16** **INDEMNITY AND INSURANCE**

16.1 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 statue or statutory provision relevant to the Contract or the Goods/Services supplied under it

16.2Before 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 £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.

**17 ASSIGNMENT OR SUB-LETTING**

17.1 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-letting other than that which may be customary in the trade concerned shall be prohibited unless the written consent of the Council is first obtained and must also comply with Clause 11.5, if relevant. 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.

**18 IMPROPER INDUCEMENT OR REWARD**

18.1 The Supplier or any person employed by the Supplier or acting on the Supplier's behalf whether or not to the Supplier's knowledge, shall not, in connection with this Contract, give, provide or offer to the Council's staff or agents or any other person any loan, fee, reward, gift or any emolument or advantage whatsoever as an inducement or reward for taking or not taking any action in relation to the Contract or any other contract with the Council.

**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)causes or commits a breach of Clause 18 of the Conditions or commits an offence under the Prevention of Corruption Acts 1889 to 1916 or Section 117(2) of the Local Government Act 1972 in relation to any contract with the Council.

(d)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 19.1 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 fulfill its obligations shall immediately give notice of this to the Other Party and shall do everything in its power to resume performance.

20.2 Neither Party shall be deemed to be in breach of its obligations under the Contract in the circumstances set out in Clause 20.1, subject to the terms set out in that Clause.

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

**21 SERVICE OF NOTICES**

21.1Any notice to the Supplier shall 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 shall be sufficient evidence of its receipt by him/her.

**22 THIRD PARTIES**

22.1 This Contract shall 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 shall arise 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 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. **SCHEDULE 1**

**Data Protection Processor Particulars**

|  |  |
| --- | --- |
| **Description** | **Details** |
| Subject matter of the processing | *This should be a brief description of what the**processing is about ie what it covers]* |
| Duration of the processing | *[Clearly set out the duration of the processing including start/end dates]* |
| Nature and purposes of the processing | *[Please be as specific as possible ensuring you cover all intended purposes.**The nature of the processing means any operation such as collection, recording, storing,, adapting, altering, retrieving, consulting, using, disclosing, disseminating, restricting, erasing, destroying or otherwise processing.]* |
| Type of Personal Data  | *[Examples include: name, address, date of birth, emergency contact, NI number, telephone number, salary, health, religion, ethnicity, images, biometric data etc]* |
| Categories of Data Subject | *[Examples include: Staff (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public, website users etc]* |
| Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data | *[Describe how long the data will be retained for, and how it will be returned or destroyed* |