

TERMS AND CONDITIONS FOR THE SUPPLY OF GOODS DATED []

1 INTERPRETATION

1.1 **Definitions.** In these Conditions, the following definitions apply:

“Business Day” a day (other than a Saturday, Sunday or public holiday) when banks in London are open for business.

“Conditions” the terms and conditions set out in this document as amended from time to time in accordance with Clause 13.8.

“Contract” the contract between the Customer and the Supplier for the sale and purchase of the Goods in accordance with these Conditions.

“Customer” Accent Housing Limited a Registered Society under the Co-operative and Community Benefit Societies Act 2014 number 19229R whose registered office is at Charlestown House, Acorn Park Industrial Estate, Shipley, West Yorkshire, BD17 7SW).

“Goods” the goods (or any part of them) set out in the Order.

“Order” the Customer’s order for the Goods, as set out in the Request for Quotation, Customer’s purchase order form or the Customer’s written acceptance of the Supplier’s quotation, as the case may be.

“Request for Quotation” means the document issued by Accent on [].

“Specification” any specification for the Goods or professional services, including any related maintenance and support agreements, that is agreed in writing by the Customer and the Supplier and set out at Schedule 1 to these Conditions.

“Supplier” [insert details].

1.2 **Construction.** In these Conditions, unless the context requires otherwise, the following rules apply:

- 1.2.1 a **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality);
- 1.2.2 a reference to a party includes its personal representatives, successors or permitted assigns;
- 1.2.3 a reference to a statute or statutory provision is a reference to such statute or provision as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted;
- 1.2.4 any phrase introduced by the terms **including, include, in particular** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms; and
- 1.2.5 a reference to **writing** or **written** includes faxes (but subject to clause 13.3.1, excludes emails)
- 1.2.6 Any Schedules form part of this agreement and shall have effect as if set out in full in the body of this agreement. Any reference to this agreement includes its Schedules.

2 **BASIS OF CONTRACT**

- 2.1 These Conditions apply to the Contract to the exclusion of any other terms that the Supplier seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.
- 2.2 The Order constitutes an offer by the Customer to purchase the Goods in accordance with these Conditions.
- 2.3 The Customer may amend or cancel an Order in whole or in part at any time before delivery by giving the Supplier written notice.
- 2.4 The Order shall be deemed to be accepted on the earlier of:
 - 2.4.1 the Supplier issuing a written acceptance of the Order;
 - 2.4.2 the acceptance by the Customer of a tender made by the Supplier; and
 - 2.4.3 the Supplier doing any act consistent with fulfilling the Orderat which point the Contract shall come into existence.
- 2.5 No terms or conditions endorsed upon, delivered with or contained in the Supplier's quotation, acknowledgement or acceptance of order, specification or similar document shall form part of the Contract and the Supplier waives any right which it otherwise might have to rely on such terms and conditions.

3 **THE GOODS**

- 3.1 The Supplier shall ensure that the Goods shall:
 - 3.1.1 correspond with their description, any sample provided and any applicable Specification;
 - 3.1.2 be of satisfactory quality (within the meaning of the Sale of Goods Act 1979, as amended) and fit for any purpose held out by the Supplier or made known to the Supplier by the Customer expressly or by implication, and in this respect the Customer relies on the Supplier's skill and judgement;
 - 3.1.3 be free from defects in design, material and workmanship and remain so for 12 months after delivery; and
 - 3.1.4 comply with all applicable statutory and regulatory requirements relating to the manufacture, labelling, packaging, storage, handling and delivery of the Goods;
- 3.2 The Supplier shall ensure that at all times it has and maintains all the licences, permissions, authorisations, consents and permits that it needs to carry out its obligations under the Contract.
- 3.3 The Supplier shall at all times comply with all applicable laws, statutes and regulations from time to time in force.
- 3.4 The Supplier represents and warrants that neither the Supplier nor any of its officers, employees or other persons associated with it:
 - 3.4.1 has been convicted of any offence involving slavery or human trafficking; and
 - 3.4.2 has been or is the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of or in connection with slavery and human trafficking.
- 3.5 The Supplier shall implement and maintain due diligence procedures for its own suppliers, subcontractors and other participants in its supply chains to ensure that there is no slavery or human trafficking in its supply chains and shall prepare and deliver to the Customer, by each

anniversary of the Commencement Date, an annual slavery and human trafficking report setting out the steps it has taken to ensure that slavery and human trafficking is not taking place in any of its supply chains or in any part of its business.

- 3.6 The Customer shall have the right to inspect and test the Goods at any time before delivery.
- 3.7 If following such inspection or testing the Customer considers that the Goods do not conform or are unlikely to comply with the Supplier's undertakings at Clause 3.1, the Customer shall inform the Supplier and the Supplier shall immediately take such remedial action as is necessary to ensure compliance.
- 3.8 Notwithstanding any such inspection or testing, the Supplier shall remain fully responsible for the Goods and any such inspection or testing shall not reduce or otherwise affect the Supplier's obligations under the Contract; the Customer shall have the right to conduct further inspections and tests after the Supplier has carried out its remedial actions.
- 3.9 These Conditions shall apply to any repaired or replacement Goods supplied by the Supplier.

4 DELIVERY

- 4.1 The Supplier shall ensure that:
 - 4.1.1 the Goods are properly packed and secured in such manner as to enable them to reach their destination in good condition;
 - 4.1.2 each delivery of the Goods is accompanied by a delivery note which shows the date of the Order, the Order number (if any), the type and quantity of the Goods (including the code number of the Goods, where applicable), special storage instructions (if any) and, if the Goods are being delivered by instalments, the outstanding balance of Goods remaining to be delivered; and
 - 4.1.3 if the Supplier requires the Customer to return any packaging material to the Supplier, that fact is clearly stated on the delivery note. Any such packaging material shall be returned to the Supplier at the cost of the Supplier.
- 4.2 The Supplier shall deliver the Goods:
 - 4.2.1 on the date specified in the Order or, if no such date is specified, within 28 days of the date of the Order;
 - 4.2.2 to the Customer's premises or such other location as is set out in the Order, or as instructed by the Customer prior to delivery ("**Delivery Location**"); and
 - 4.2.3 during the Customer's normal business hours, or as instructed by the Customer.
- 4.3 Delivery of the Goods shall be completed once the Goods have been unloaded at the Delivery Location. Unloading of Goods shall be undertaken by or on behalf of the Supplier unless otherwise agreed.
- 4.4 If the Supplier delivers less than 95% or more than 105% of the quantity of Goods ordered, the Customer may at its discretion:
 - 4.4.1 reject the Goods or the excess Goods (and any rejected Goods shall be returnable at the Supplier's risk and expense); or
 - 4.4.2 accept the delivery, on the basis that a pro rata adjustment shall be made to the invoice for the Goods.
- 4.5 The Supplier shall not deliver the Goods in instalments without the Customer's prior written consent. Where it is agreed that the Goods are to be delivered by instalments, they may be invoiced and paid for separately. Failure by the Supplier to deliver any one instalment on time or at all or any defect in an instalment shall entitle the Customer to the remedies set out in

Clause 5 in respect of all Goods comprised in the relevant Order, whether or not already delivered.

5 REMEDIES

5.1 If the Goods are not delivered on the date they are due as referred to in Clause 4.2.1, or do not comply with the undertakings set out in Clause 3.1, then, without limiting any of its other rights or remedies, the Customer shall have the right to any one or more of the following remedies, whether or not it has accepted the Goods:

5.1.1 to terminate the Contract;

5.1.2 to reject the Goods (in whole or in part) and return them to the Supplier at the Supplier's own risk and expense;

5.1.3 to require the Supplier to repair or replace the rejected Goods, or to provide a full refund of the price of the rejected Goods (if paid);

5.1.4 to refuse to accept any subsequent delivery of the Goods which the Supplier attempts to make;

5.1.5 to recover from the Supplier any costs properly incurred by the Customer in obtaining substitute goods from a third party; and

5.1.6 to claim damages for any other costs, loss or expenses properly incurred by the Customer which are in any way attributable to the Supplier's failure to carry out its obligations under the Contract.

5.2 The Supplier shall keep the Customer indemnified in full against all costs, expenses, damages and losses (whether direct or indirect), including any interest, fines, penalties and legal and other professional fees and expenses awarded against or incurred or paid by the Customer as a result of or in connection with:

5.2.1 any claim made against the Customer for actual or alleged infringement of a third party's intellectual property rights arising out of, or in connection with, the supply or use of the Goods, to the extent that the claim is attributable to the acts or omissions of the Supplier, its employees, agents or subcontractors;

5.2.2 any claim made against the Customer by a third party arising out of, or in connection with, the supply of the Goods, to the extent that such claim arises out of the breach, negligent performance or failure or delay in performance of the Contract by the Supplier, its employees, agents or subcontractors; and

5.2.3 any claim made against the Customer by a third party for death, personal injury or damage to property arising out of, or in connection with, defects in Goods, to the extent that the defect in the Goods is attributable to the acts or omissions of the Supplier, its employees, agents or subcontractors.

This Clause 5.2 shall survive termination of the Contract.

5.3 The Customer's rights and remedies under these Conditions are in addition to its rights and remedies implied by statute and common law.

6 TITLE AND RISK

Title and risk in the Goods shall pass to the Customer on completion of delivery.

7 PRICE AND PAYMENT

- 7.1 The price of the Goods shall be the price set out in the Order or, if no price is quoted, the price set out in the Supplier's published price list in force as at the date the Contract came into existence.
- 7.2 The price of the Goods is exclusive of amounts in respect of value added tax ("**VAT**"), but includes the costs of packaging, insurance and carriage of the Goods. No extra charges shall be effective unless agreed in writing and signed by the Customer.
- 7.3 The Customer shall, on receipt of a valid VAT invoice from the Supplier, pay to the Supplier such additional amounts in respect of VAT as are chargeable on the supply of the Goods.
- 7.4 The Supplier may invoice the Customer for the Goods on or at any time after the completion of delivery.
- 7.5 The Customer shall pay correctly rendered invoices by the 25th day of the month following the month of the invoice.
- 7.6 Not Used
- 7.7 If a party fails to make any payment due to the other under the Contract by the due date for payment ("**due date**"), then the defaulting party shall pay interest on the overdue amount at the rate of 3% per annum above Barclay's Bank Plc's base rate from time to time. Such interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after judgment. The defaulting party shall pay the interest together with the overdue amount. This clause shall not apply to payments the defaulting party disputes in good faith.
- 7.8 The Customer may, without limiting any other rights or remedies it may have, set off any amount owed to it by the Supplier against any amounts payable by it to the Supplier.

8 CUSTOMER PROPERTY

The Supplier acknowledges that all materials, equipment and tools, drawings, Specifications, and data supplied by the Customer to the Supplier ("**Customer Materials**") and all rights in the Customer Materials are and shall remain the exclusive property of the Customer. The Supplier shall keep any Customer Materials in safe custody at its own risk, maintain them in good condition until returned to the Customer and not dispose of or use the same other than in accordance with the Customer's written instructions or authorisation.

9 INSURANCE

During the term of the Contract and for a period of 12 months thereafter, the Supplier shall maintain in force, with a reputable insurance company, professional indemnity insurance, product liability insurance and public liability insurance to cover such heads of liability as may arise under or in connection with the Contract and shall, on the Customer's request, produce both the insurance certificate giving details of cover and the receipt for the current year's premium in respect of each insurance.

10 CONFIDENTIAL INFORMATION

A party ("**receiving party**") shall keep in strict confidence all technical or commercial know-how, Specifications, inventions, processes or initiatives which are disclosed to the receiving party by the other party ("**disclosing party**"), its employees, agents or subcontractors, and any other confidential information concerning the disclosing party's business, its products or its services which the receiving party may obtain. The receiving party shall only disclose such confidential information to those of its employees, agents or subcontractors who need to know the same for the purpose of discharging the receiving party's obligations under the Contract,

and shall ensure that such employees, agents or subcontractors shall keep such information confidential. Notwithstanding the foregoing, the receiving party may disclose confidential information to the extent it is required to be disclosed by law, any governmental or regulatory authority or by a court of competent jurisdiction.

11 TERMINATION

- 11.1 The Customer may terminate the Contract in whole or in part at any time with immediate effect by giving the Supplier written notice, whereupon the Supplier shall discontinue all work on the Contract. The Customer shall pay the Supplier fair and reasonable compensation for work-in-progress at the time of termination, but such compensation shall not include loss of anticipated profits or any indirect or consequential loss.
- 11.2 The Customer may terminate the Contract with immediate effect by giving written notice to the Supplier if:
- 11.2.1 the Supplier commits a material or persistent breach of the Contract and (if such a breach is remediable) fails to remedy that breach within 7 days of receipt of notice in writing of the breach;
 - 11.2.2 the Supplier suspends, or threatens to suspend, payment of its debts, or is unable to pay its debts as they fall due or admits inability to pay its debts, or (being a company) is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986, or (being an individual) is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986, or (being a partnership) has any partner to whom any of the foregoing apply;
 - 11.2.3 the Supplier commences negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with its creditors other than (where a company) for the sole purpose of a scheme for a solvent amalgamation of the Supplier with one or more other companies or the solvent reconstruction of the Supplier;
 - 11.2.4 (being a company) a petition is filed, a notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of the Supplier, other than for the sole purpose of a scheme for a solvent amalgamation of the Supplier with one or more other companies or the solvent reconstruction of the Supplier;
 - 11.2.5 (being an individual) the Supplier is the subject of a bankruptcy petition or order;
 - 11.2.6 a creditor or encumbrancer of the Supplier attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of its assets and such attachment or process is not discharged within 14 days;
 - 11.2.7 (being a company) an application is made to court, or an order is made, for the appointment of an administrator or if a notice of intention to appoint an administrator is given or if an administrator is appointed over the Supplier;
 - 11.2.8 (being a company) a floating charge holder over the Supplier's assets has become entitled to appoint or has appointed an administrative receiver;
 - 11.2.9 a person becomes entitled to appoint a receiver over the Supplier's assets or a receiver is appointed over the Supplier's assets;
 - 11.2.10 any event occurs, or proceeding is taken, with respect to the Supplier in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned in Clause 11.2.1 to Clause 11.2.9 inclusive;

- 11.2.11 the Supplier suspends, or threatens to suspend, or ceases or threatens to cease to carry on, all or substantially the whole of its business;
- 11.2.12 the Supplier's financial position deteriorates to such an extent that in the Customer's opinion the Supplier's capability to adequately fulfil its obligations under the Contract has been placed in jeopardy; or
- 11.2.13 (being an individual) the Supplier dies or, by reason of illness or incapacity (whether mental or physical), is incapable of managing his or her own affairs or becomes a patient under any mental health legislation.
- 11.3 Termination of the Contract, however arising, shall not affect any of the parties' rights and remedies that have accrued as at termination. Clauses which expressly or by implication survive termination of the Contract shall continue in full force and effect.

12 **FORCE MAJEURE**

Neither party shall be liable to the other for any delay or failure in performing its obligations under the Contract to the extent that such delay or failure is caused by an event or circumstance that is beyond the reasonable control of that party, and which by its nature could not have been foreseen by such party or, if it could have been foreseen, was unavoidable, provided that the affected party shall use all reasonable endeavours to cure any such events or circumstances and resume performance under the Contract. If any events or circumstances prevent the affected party from carrying out its obligations under the Contract for a continuous period of more than 20 Business Days, the unaffected party may terminate this Contract immediately by giving written notice to the affected party.

13 **GENERAL**

- 13.1 **Entire agreement.** This Contract constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter (save that any terms or conditions proposed in writing by the Customer and accepted by the Supplier as part of any appointment process shall also be deemed incorporated).
- 13.2 **Assignment and subcontracting.**
- 13.2.1 The Customer may at any time assign, transfer, charge, subcontract or deal in any other manner with any or all of its rights or obligations under the Contract.
- 13.2.2 The Supplier may not assign, transfer, charge, subcontract or deal in any other manner with any or all of its rights or obligations under the Contract without the Customer's prior written consent.
- 13.3 **Notices.**
- 13.3.1 Any notice or other communication given to a party under or in connection with the Contract shall be in writing, addressed to that party at its registered office (if it is a company) or its principal place of business (in any other case) or such other address as that party may have specified to the other party in writing in accordance with this clause, and shall be delivered personally, or sent by pre-paid first class post, recorded delivery, commercial courier or fax. The Parties may serve notice by email, to an address to be notified by the other Party promptly following commencement of the Contract (or, if no such address is provided within 7 days of request, to such email address as the other Party may be using at the relevant time).
- 13.3.2 A notice or other communication shall be deemed to have been received: if delivered personally, when left at the address referred to in Clause 13.3.1; if sent by pre-paid first

class post or recorded delivery, at 9.00 am on the second Business Day after posting; if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed; or, if sent by fax, at the time of successful transmission (save that any transmission after 5.00 pm in the place of receipt shall be deemed received at 9.00 am on the next Business Day).

13.3.3 The provisions of this clause shall not apply to the service of any proceedings or other documents in any legal action.

13.4 **Severance.**

13.4.1 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.

13.4.2 If any invalid, unenforceable or illegal provision of the Contract would be valid, enforceable and legal if some part of it were deleted, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

13.5 **No partnership.** Nothing in the Contract is intended to, or shall be deemed to, constitute a partnership or joint venture of any kind between any of the parties, nor constitute any party the agent of another party for any purpose. No party shall have authority to act as agent for, or to bind, the other party in any way.

13.6 **Waiver.** A waiver of any right or remedy under the Contract is only effective if given in writing and shall not be deemed a waiver of any subsequent breach or default. No failure or delay by a party to exercise any right or remedy provided under the Contract or by law shall constitute a waiver of that or any other right or remedy, nor shall it preclude or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that or any other right or remedy.

13.7 **Third party rights.** A person who is not a party to the Contract shall not have any rights under or in connection with it.

13.8 **Variation.** Except as set out in these Conditions, any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by the Customer.

13.9 **Governing law and jurisdiction.** The Contract, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with, English law, and the parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.

This contract has been entered into on the date stated at the beginning of it.

SCHEDULE 1