

L&Q Standard Contract

Supply of Goods and Services



L&Q

DATED

CONTRACT FOR GOODS AND SERVICES

Between

LONDON & QUADRANT HOUSING TRUST

and

[SUPPLIER]

PARTIES

- (1) **LONDON & QUADRANT HOUSING TRUST** a co-operative and community benefit society (registration number 30441R), whose registered office is at 29-35 West Ham Lane, Stratford, London, E15 4PH ("**L&Q**"); and
- (2) **[SUPPLIER]** (company/LLP registration number **[insert]**) whose registered office address is **[insert]** ("**the Supplier**").

INTRODUCTION

- (A) L&Q is a body governed by public law and a contracting authority for the purposes of the Public Contracts Regulations 2015 ("**PCR 2015**").
- (B) L&Q has a requirement for Goods and/or Services from time to time. After publishing a notice in Find a Tender Service for those requirements with reference number [] dated [] ("**the FTS Notice**") L&Q has procured those Goods and/or Services in accordance with PCR 2015.
- (C) Based on the Supplier's Tender submitted in response to the FTS Notice, L&Q awarded this Agreement to the Supplier under which L&Q may issue Orders for Services or Goods as are required.

1. INTERPRETATION

The following definitions and rules of interpretation apply in these Conditions.

1. DEFINITIONS:

Business Day	a day other than a Saturday, Sunday or public holiday in England, when banks in London are open for business.
Business Hours	the period from 9.00 am to 5.00 pm on any Business Day.
Commencement Date	the date of this Contract.
Conditions	these terms and conditions as amended from time to time in accordance with clause 19.8.
Contract	the contract between L&Q and the Supplier for the supply of Goods or Services or Goods and Services in accordance with these Conditions.
Control	has the meaning given in section 1124 of the Corporation Tax Act 2010, and the expression change of Control shall be interpreted accordingly.

Deliverables	all documents, products and materials developed by the Supplier or its agents, contractors and employees as part of or in relation to the Services in any form or media, including drawings, maps, plans, diagrams, designs, pictures, computer programs, data, specifications and reports (including drafts).
Delivery Location	has the meaning given in clause 5.2.2.
Goods	the goods (or any part of them) set out in the Order.
Goods Specification	any specification for the Goods, including any related plans and drawings, that is set out at Schedule 1 or in the Order.
Group Organisation	means a party's subsidiaries, holding companies or societies of which it is a subsidiary together with all subsidiaries of such holding companies or societies (in each case as defined in section 1159 of the Companies Act 2006 or sections 100 and 101 of the Co-operative and Community Benefit Societies Act 2014) and their successors in title.
Intellectual Property Rights	patents, utility models, rights to inventions, copyright and neighbouring and related rights, moral rights, trade marks and service marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off, rights in designs, rights in computer software, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade secrets), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.
KPIs	means the key performance indicators and targets set out in Schedule 4 (if any).
L&Q	means London & Quadrant Housing Trust, unless otherwise stated in the Order.
L&Q Materials	has the meaning set out in clause 6.3.10.
Mandatory Policies	L&Q's business policies and codes listed in Schedule 3.
Order	L&Q's order or orders issued from time to time for the supply of Goods and/or Services, as set out in L&Q's purchase order form.
Services	the services, including any Deliverables, to be provided by the Supplier under the Contract as set out in the Service Specification.
Service Credits	means those amounts described in Schedule 4 which are deductible from the price payable under this Agreement where the Supplier does not meet the KPIs.
Service Specification	the description or specification for Services set out at Schedule 1.
Supplier	the person or firm from whom L&Q purchases the Goods and/or Services.

Tender Return	the pricing and/or quality proposals set out in the Supplier's tender to L&Q attached at Schedule 2.
UK GDPR	has the meaning given to it in section 3(10) (as supplemented by section 205(4)) of the Data Protection Act 2018.

2. INTERPRETATION:

2.1 A reference to:

- 2.1.1 a **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality);
- 2.1.2 a party includes its personal representatives, successors and permitted assigns;
- 2.1.3 legislation or a legislative provision is a reference to it as amended or re-enacted. A reference to legislation or a legislative provision includes all subordinate legislation made under that legislation or legislative provision;
- 2.1.4 any words following the terms **including, include, in particular, for example** or any similar expression shall be interpreted as illustrative and shall not limit the sense of the words preceding those terms; and

3. BASIS OF CONTRACT

- 3.1 The Order constitutes an offer by L&Q to purchase Goods or Services or Goods and Services from the Supplier in accordance with these Conditions.
- 3.2 The Order shall be deemed to be accepted on the earlier of:
 - 3.2.1 the Supplier issuing written acceptance of the Order; or
 - 3.2.2 any act by the Supplier consistent with fulfilling the Order.
- 3.3 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 law, trade custom, practice or course of dealing.
- 3.4 All of these Conditions shall apply to the supply of both Goods and Services except where the application to one or the other is specified.
- 3.5 L&Q does not warrant that any particular volume of Goods and/or Services shall be the subject of Orders under these Conditions, or that it shall issue any further Orders at any time to the Supplier. L&Q reserves the right to place orders with other suppliers for good or services which are similar or identical to the Goods and Services.

4. SUPPLY OF GOODS

- 4.1 The Supplier shall supply the Good in accordance with the requirements of the Order and ensure that the Goods shall:
 - 4.1.1 correspond with their description and any applicable Goods Specification

- 4.1.2 correspond to any matters set out in the Tender Return to the extent these are in accordance with the Goods Specification;
 - 4.1.3 be of satisfactory quality (within the meaning of the Sale of Goods Act 1979) and fit for any purpose held out by the Supplier or made known to the Supplier by L&Q, expressly or by implication, and in this respect L&Q relies on the Supplier's skill and judgement;
 - 4.1.4 where they are manufactured products, be free from defects in design, materials and workmanship and remain so for 12 months after delivery;
 - 4.1.5 comply with all applicable statutory and regulatory requirements relating to the manufacture, labelling, packaging, storage, handling and delivery of the Goods; and
 - 4.1.6 be equal in all respects to the samples, patterns or Goods Specification (if applicable).
- 4.2 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 in respect of the Goods.
- 4.3 L&Q may inspect and test the Goods at any time before delivery. The Supplier shall remain fully responsible for the Goods despite any such inspection or testing and any such inspection or testing shall not reduce or otherwise affect the Supplier's obligations under the Contract.
- 4.4 If following such inspection or testing L&Q considers that the Goods do not comply or are unlikely to comply with the Supplier's undertakings at clause 4.1, L&Q shall inform the Supplier and the Supplier shall immediately take such remedial action as is necessary to ensure compliance.
- 4.5 L&Q may conduct further inspections and tests after the Supplier has carried out its remedial actions.

5. DELIVERY OF GOODS

- 5.1 The Supplier shall ensure that:
- 5.1.1 the Goods are properly packed and secured in such manner as to enable them to reach their destination in good condition;
 - 5.1.2 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
 - 5.1.3 it states clearly on the delivery note any requirement for L&Q to return any packaging material for the Goods to the Supplier. Any such packaging material shall only be returned to the Supplier at the cost of the Supplier.
- 5.2 The Supplier shall deliver the Goods:

- 5.2.1 on the date specified in the Order or, if no such date is specified, then within 28 days of the date of the Order;
 - 5.2.2 to L&Q's premises at the location set out in the Order or as instructed by L&Q before delivery (**Delivery Location**); and
 - 5.2.3 during L&Q's normal hours of business on a Business Day, or as instructed by L&Q.
- 5.3 Delivery of the Goods shall be completed on the completion of unloading of the Goods at the Delivery Location.
- 5.4 The quantity of Goods specified in the Contract may not be changed without L&Q's prior written consent. Quantities of Goods delivered in excess of those stated in the Contract may not be accepted. If the Supplier delivers more or less than the quantity of Goods ordered, and L&Q accepts the delivery, the Supplier shall make a pro rata adjustment to the invoice for the Goods.
- 5.5 The Supplier shall not deliver the Goods in instalments without L&Q's prior written consent. Where it is agreed that the Goods are delivered by instalments, they may (at L&Q's option) be invoiced and paid for separately. However, failure by the Supplier to deliver any one instalment on time or at all or any defect in an instalment shall entitle L&Q to the remedies set out in clause 7.1.
- 5.6 Title to the Goods shall pass to L&Q on completion of delivery but all risk in the Goods remain with the Supplier until such time as L&Q accepts the Goods.

6. SUPPLY OF SERVICES

- 6.1 The Supplier shall supply the Services to L&Q in accordance with the requirements set out in the Order.
- 6.2 The Supplier shall meet any performance dates for the Services specified in the Order or that L&Q notifies to the Supplier and time is of the essence in relation to any of those performance dates.
- 6.3 In providing the Services, the Supplier shall:
- 6.3.1 co-operate with L&Q in all matters relating to the Services, and comply with all instructions of L&Q;
 - 6.3.2 perform the Services with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade;
 - 6.3.3 use personnel who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier's obligations are fulfilled in accordance with the Contract;
 - 6.3.4 ensure that the Services will conform with all descriptions, standards and specifications set out in the Service Specification, and that the Deliverables shall be fit for any purpose that L&Q expressly or impliedly makes known to the Supplier;

- 6.3.5 ensure that the Services will conform with any matters set out in the Tender Return, to the extent this is in accordance with the Service Specification;
- 6.3.6 provide all equipment, tools and vehicles and such other items as are required to provide the Services;
- 6.3.7 use the best quality goods, materials, standards and techniques, and ensure that the Deliverables, and all goods and materials supplied and used in the Services or transferred to L&Q, will be free from defects in workmanship, installation and design;
- 6.3.8 obtain and at all times maintain all licences and consents which may be required for the provision of the Services;
- 6.3.9 observe all health and safety rules and regulations and any other security requirements that apply at any of L&Q's premises;
- 6.3.10 hold all materials, equipment and tools, drawings, specifications and data supplied by L&Q to the Supplier (Customer Materials) in safe custody at its own risk, maintain L&Q Materials in good condition until returned to L&Q, and not dispose of or use L&Q Materials other than in accordance with L&Q's written instructions or authorisation;
- 6.3.11 not do or omit to do anything which may cause L&Q to lose any licence, authority, consent or permission upon which it relies for the purposes of conducting its business, and the Supplier acknowledges that L&Q may rely or act on the Services;
- 6.3.12 comply with any additional obligations as set out in the Service Specification.

7. L&Q REMEDIES

- 7.1 If the Supplier fails to deliver the Goods by the applicable date or to perform the Services by the applicable date, or both, L&Q shall, without limiting or affecting other rights or remedies available to it, have any one or more of the following rights and remedies:
 - 7.1.1 to terminate the Contract with immediate effect by giving written notice to the Supplier;
 - 7.1.2 to refuse to accept any subsequent performance of the Services and/or delivery of the Goods which the Supplier attempts to make;
 - 7.1.3 to recover from the Supplier any costs incurred by L&Q in obtaining substitute goods and/or services from a third party;
 - 7.1.4 to deduct the Service Credits;
 - 7.1.5 to require a refund from the Supplier of sums paid in advance for Services that the Supplier has not provided and/or Goods that it has not delivered; and
 - 7.1.6 to claim damages for any additional costs, loss or expenses incurred by L&Q which are in any way attributable to the Supplier's failure to meet such dates.

- 7.2 If the Supplier has delivered Goods that do not comply with the undertakings set out in clause 4.1, then, without limiting or affecting other rights or remedies available to it, L&Q shall have one or more of the following rights and remedies, whether or not it has accepted the Goods:
- 7.2.1 to terminate the Contract with immediate effect by giving written notice to the Supplier;
 - 7.2.2 to reject the Goods (in whole or in part) whether or not title has passed and to return them to the Supplier at the Supplier's own risk and expense;
 - 7.2.3 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);
 - 7.2.4 to refuse to accept any subsequent delivery of the Goods which the Supplier attempts to make;
 - 7.2.5 to deduct the Service Credits;
 - 7.2.6 to recover from the Supplier any expenditure incurred by L&Q in obtaining substitute goods from a third party; and
 - 7.2.7 to claim damages for any additional costs, loss or expenses incurred by L&Q arising from the Supplier's failure to supply Goods in accordance with clause 4.1.
- 7.3 If the Supplier has supplied Services that do not comply with the requirements of clause 6.3.4 then, without limiting or affecting other rights or remedies available to it, L&Q shall have one or more of the following rights and remedies:
- 7.3.1 to terminate the Contract with immediate effect by giving written notice to the Supplier;
 - 7.3.2 to return the Deliverables to the Supplier at the Supplier's own risk and expense;
 - 7.3.3 to require the Supplier to provide repeat performance of the Services, or to provide a full refund of the price paid for the Services (if paid);
 - 7.3.4 to refuse to accept any subsequent performance of the Services which the Supplier attempts to make;
 - 7.3.5 to deduct the Service Credits;
 - 7.3.6 to recover from the Supplier any expenditure incurred by L&Q in obtaining substitute services or deliverables from a third party; and
 - 7.3.7 to claim damages for any additional costs, loss or expenses incurred by L&Q arising from the Supplier's failure to comply with clause 6.3.4.
- 7.4 These Conditions shall extend to any substituted or remedial services and/or repaired or replacement goods supplied by the Supplier.
- 7.5 L&Q's rights and remedies under the Contract are in addition to, and not exclusive of, any rights and remedies implied by statute and common law.

8. L&Q'S OBLIGATIONS

8.1 L&Q shall:

- 8.1.1 provide the Supplier with reasonable access at reasonable times to L&Q's premises for the purpose of providing the Services; and
- 8.1.2 provide such necessary information for the provision of the Services as the Supplier may reasonably request.

9. CHARGES AND PAYMENT

9.1 The price for the Goods:

- 9.1.1 shall be the price set out in the Order which shall be based on the price set out in the Tender Return, or if no price is quoted in the Order, the price set out in the Tender Return and if no price is stated in the Tender Return, the Supplier's published price list in force at the Commencement Date; and
- 9.1.2 shall be inclusive of the costs of packaging, insurance and carriage of the Goods. No extra charges shall be effective unless agreed in writing and signed by L&Q.

9.2 The charges for the Services shall be set out in the Order which shall be based on the price set out in the Tender Return, or if no price is quoted in the Order, the price set out in the Tender Return and if no price is stated in the Tender Return, the Supplier's published price list in force at the Commencement Date. The charges for the Services shall be the full and exclusive remuneration of the Supplier in respect of the performance of the Services. Unless otherwise agreed in writing by L&Q, the charges shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the performance of the Services.

9.3 In respect of the Goods, the Supplier shall invoice L&Q on or at any time after completion of delivery. In respect of Services, the Supplier shall invoice L&Q on completion of the Services. Each invoice shall include such supporting information required by L&Q to verify the accuracy of the invoice, including the relevant purchase order number.

9.4 In consideration of the supply of Goods and/or Services by the Supplier, L&Q shall pay the invoiced amounts within 30 days of the date of a correctly rendered invoice to a bank account nominated in writing by the Supplier.

9.5 All amounts payable by L&Q under the Contract are exclusive of amounts in respect of valued added tax chargeable from time to time (VAT). Where any taxable supply for VAT purposes is made under the Contract by the Supplier to L&Q, L&Q 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 and/or Services at the same time as payment is due for the supply of the Goods and/or Services.

9.6 If a party fails to make any payment due to the other party under the Contract by the due date for payment, then the defaulting party shall pay interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Interest under this clause will accrue each date at 4% a year above the Bank of England's base rate from time to time, but at 4% a year for any period when the base rate is below 0%.

- 9.7 The Supplier shall maintain complete and accurate records of the time spent and materials used by the Supplier in providing the Services, and the Supplier shall allow L&Q to inspect such records at all reasonable times on request.
- 9.8 L&Q may at any time, without notice to the Supplier, set off any liability of the Supplier to L&Q against any liability of L&Q to the Supplier, whether either liability is present or future, liquidated or unliquidated, and whether or not either liability arises under the Contract. Any exercise by L&Q of its rights under this clause shall not limit or affect any other rights or remedies available to it under the Contract or otherwise.

10. INTELLECTUAL PROPERTY RIGHTS

- 10.1 All Intellectual Property Rights in or arising out of or in connection with the Services (other than Intellectual Property Rights in any L&Q Materials) shall be owned by the Supplier.
- 10.2 The Supplier grants to L&Q, or shall procure the direct grant to L&Q of, a fully paid-up, worldwide, non-exclusive, royalty-free perpetual and irrevocable licence to copy and modify the Deliverables (excluding L&Q Materials) for the purpose of receiving and using the Services and the Deliverables.
- 10.3 L&Q grants the Supplier a fully paid-up, non-exclusive, royalty-free non-transferable licence to copy any materials provided by L&Q to the Supplier for the term of the Contract for the purpose of providing the Services to L&Q.
- 10.4 The Supplier acknowledges that all rights in L&Q Materials are and shall remain the exclusive property of L&Q.

11. INDEMNITY

- 11.1 The Supplier shall indemnify L&Q against all liabilities, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other reasonable professional costs and expenses) suffered or incurred by L&Q arising out of or in connection with:
- 11.1.1 any claim made against L&Q for actual or alleged infringement of a third party's intellectual property rights arising out of, or in connection with, the manufacture, supply or use of the Goods, or receipt, use or supply of the Services (excluding L&Q Materials);
 - 11.1.2 any claim made against L&Q by a third party for death, personal injury or damage to property arising out of, or in connection with, defects in the Goods, as delivered, or the Deliverables; and
 - 11.1.3 any claim made against L&Q by a third party arising out of or in connection with the supply of the Goods, as delivered, or the Services.
- 11.2 This clause 11 shall survive termination of the Contract.

12. INSURANCE

During the term of the Contract and for a period of 6 years thereafter, the Supplier shall maintain in force, with a reputable insurance company, professional indemnity insurance, product liability insurance and public liability insurance to cover the liabilities that may arise under or in connection with the Contract, and shall, on L&Q'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.

13. CONFIDENTIALITY

13.1 Each party undertakes that it shall not at any time disclose to any person any confidential information concerning the business, assets, affairs, customers, clients or suppliers of the other party, except as permitted by clause 13.2.

13.2 Each party may disclose the other party's confidential information:

13.2.1 to its employees, officers, representatives, contractors, subcontractors or advisers who need to know such information for the purposes of exercising the party's rights or carrying out its obligations under the Contract. Each party shall ensure that its employees, officers, representatives, contractors, subcontractors or advisers to whom it discloses the other party's confidential information comply with this clause 13; and

13.2.2 as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.

13.3 Neither party shall use the other party's confidential information for any purpose other than to exercise its rights and perform its obligations under or in connection with the Contract.

14. COMPLIANCE WITH RELEVANT LAWS AND POLICIES

14.1 In performing its obligations under the Contract, the Supplier shall:

14.1.1 comply with all applicable laws, statutes, regulations and codes from time to time in force; and

14.1.2 comply with the Mandatory Policies.

15. DATA PROTECTION

15.1 The following definitions apply in this clause 15:

15.1.1 Controller, Processor, Data Subject, Personal Data, Personal Data Breach, processing and appropriate technical and organisational measures: as defined in the Data Protection Legislation.

15.1.2 Data Protection Legislation: all applicable data protection and privacy legislation in force from time to time in the UK including the UK GDPR, the Data Protection Act 2018 (and regulations made thereunder) and the Privacy and Electronic

Communications Regulations 2003 (*SI 2003/2426*) and the guidance and codes of practice issued by the Information Commissioner or other relevant regulatory authority and applicable to a party.

- 15.1.3 **Domestic Law:** the law of the United Kingdom or a part of the United Kingdom.
- 15.2 Both parties will comply with all applicable requirements of the Data Protection Legislation. This clause 15 is in addition to, and does not relieve, remove or replace, a party's obligations or rights under the Data Protection Legislation.
- 15.3 The parties acknowledge that for the purposes of the Data Protection Legislation, L&Q is the Controller and the Supplier is the Processor.
- 15.4 Without prejudice to the generality of clause 15.2, L&Q 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 the Contract.
- 15.5 Without prejudice to the generality of clause 15.2, the Supplier shall, in relation to any Personal Data processed in connection with the performance by the Supplier of its obligations under the Contract:
- 15.5.1 process that Personal Data only on the documented written instructions of L&Q unless the Supplier is required by Domestic Law to otherwise process that Personal Data. Where the Supplier is relying on Domestic Law as the basis for processing Personal Data, the Supplier shall promptly notify L&Q of this before performing the processing required by the Domestic Law unless the Domestic Law prohibits the Supplier from so notifying L&Q;
 - 15.5.2 ensure that it has in place appropriate technical and organisational measures, reviewed and approved by L&Q, 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);
 - 15.5.3 ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential; and
 - 15.5.4 not transfer any Personal Data outside of the UK unless the prior written consent of L&Q has been obtained and the following conditions are fulfilled:
 - (a) L&Q or the Supplier has provided appropriate safeguards in relation to the transfer;
 - (b) the Data Subject has enforceable rights and effective legal remedies;

- (c) 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
 - (d) the Supplier complies with reasonable instructions notified to it in advance by L&Q with respect to the processing of the Personal Data;
- 15.5.5 assist L&Q, at L&Q'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;
- 15.5.6 notify L&Q without undue delay on becoming aware of a Personal Data Breach;
- 15.5.7 at the written direction of L&Q, delete or return Personal Data and copies thereof to L&Q on termination of the Contract unless required by Domestic Law to store the Personal Data; and
- 15.5.8 maintain complete and accurate records and information to demonstrate its compliance with this clause 15 and allow for audits by L&Q or L&Q's designated auditor and immediately inform L&Q if, in the opinion of the Supplier, an instruction infringes the Data Protection Legislation.
- 15.6 L&Q does not consent to the Supplier appointing any third party processor of Personal Data under the Contract.

16. TERMINATION

- 16.1 Without affecting any other right or remedy available to it, L&Q may terminate the Contract:
 - 16.1.1 with immediate effect by giving written notice to the Supplier if:
 - (a) there is a change of Control of the Supplier;
 - (b) the Supplier commits a breach of clause 14; and/or
 - (c) L&Q reasonably believes that the circumstances set out in regulation 73(1) of the Public Contracts Regulations 2015 apply.
 - 16.1.2 for convenience by giving the Supplier 1 month's written notice.
- 16.2 Without affecting any other right or remedy available to it, either party may terminate the Contract with immediate effect by giving written notice to the other party if:
 - 16.2.1 the other party commits a material breach of any term of the Contract which breach is irremediable or (if such breach is remediable) fails to remedy that breach within a period of 7 days after being notified in writing to do so;
 - 16.2.2 the other party takes any step or action in connection with its entering administration, provisional liquidation or any composition or arrangement with its creditors (other than in relation to a solvent restructuring), obtaining a moratorium, being wound up (whether voluntarily or by order of the court, unless

for the purpose of a solvent restructuring), having a receiver appointed to any of its assets or ceasing to carry on business;

- 16.2.3 the other party suspends, or threatens to suspend, or ceases or threatens to cease to carry on all or a substantial part of its business.

17. CONSEQUENCES OF TERMINATION

- 17.1 On termination of the Contract, the Supplier shall immediately deliver to L&Q all Deliverables whether or not then complete, and return all L&Q Materials. If the Supplier fails to do so, then L&Q may enter the Supplier's premises and take possession of them. Until they have been returned or delivered, the Supplier shall be solely responsible for their safe keeping and will not use them for any purpose not connected with the Contract.
- 17.2 Termination or expiry of the Contract shall not affect the parties' rights and remedies that have accrued as at termination or expiry, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination or expiry.
- 17.3 Any provision of the Contract that expressly or by implication is intended to come into or continue in force on or after termination or expiry of the Contract shall remain in full force and effect.

18. FORCE MAJEURE

Neither party shall be in breach of the Contract or otherwise liable for any failure or delay in the performance of its obligations if such delay or failure results from events, circumstances or causes beyond its reasonable control. The time for performance of such obligations shall be extended accordingly. If the period of delay or non-performance continues for 4 weeks, the party not affected may terminate the Contract by giving 7 days' written notice to the affected party.

19. GENERAL

19.1 Assignment and other dealings.

- 19.1.1 L&Q may at any time assign, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with all or any of its rights and obligations under the Contract.
- 19.1.2 The Supplier shall not assign, transfer, mortgage, charge, delegate, declare a trust over or deal in any other manner with any of its rights and obligations under the Contract without the prior written consent of L&Q.

19.2 Notices.

- 19.2.1 Any notice given to a party under or in connection with the Contract shall be in writing and shall be:
- (a) delivered by hand or by pre-paid first-class post or other next working day delivery service at its registered office (if a company) or its principal place of business (in any other case); or

(b) sent by email to the address set out in an Order.

19.2.2 Any notice shall be deemed to have been received:

- (a) if delivered by hand, at the time the notice is left at the proper address;
- (b) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second Business Day after posting; or
- (c) if sent by email, at the time of transmission, or, if this time falls outside Business Hours in the place of receipt, when Business Hours resume.

19.2.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

19.3 **Severance.**

If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of the Contract. If any provision of the Contract is deemed deleted under this clause 19.3 the parties shall negotiate in good faith to agree a replacement provision that, to the greatest extent possible, achieves the intended commercial result of the original provision.

19.4 **Waiver.**

A delay or failure to exercise, or the single or partial exercise of, any right or remedy shall not waive that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy.

19.5 **No partnership or agency.** Nothing in the Contract is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, constitute either party the agent of the other, or authorise either party to make or enter into any commitments for or on behalf of the other party. Each party confirms it is acting on its own behalf and not for the benefit of any other person.

19.6 **Entire agreement.**

19.6.1 The Contract constitutes the entire agreement between the parties.

19.6.2 Each party acknowledges that in entering into the Contract it does not rely on any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in the Contract. Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in the Contract.

19.7 **Third party rights.**

Any L&Q Group Organisation shall be entitled to rely on the provisions of this Contract but no other person shall have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Contract.

19.8 **Anti-slavery and human trafficking.**

- 19.8.1 In performing its obligations under the agreement, the Supplier shall:
- (a) comply with all applicable anti-slavery and human trafficking laws, statutes, regulations and codes from time to time in force including but not limited to the Modern Slavery Act 2015;
 - (b) not engage in any activity, practice or conduct that would constitute an offence under sections 1, 2 or 4 of the Modern Slavery Act 2015 if such activity, practice or conduct had been carried out in England and Wales;
 - (c) comply with the L&Q's Anti-Slavery Policy;
 - (d) include in contracts with its subcontractors anti-slavery and human trafficking provisions that are at least as onerous as those set out in this clause 9.8; and
 - (e) notify L&Q as soon as it becomes aware of any actual or suspected breach of clause 19.8; and
 - (f) maintain a complete set of records to trace the supply chain of all Goods and Services provided to L&Q in connection with this Contract; and permit L&Q and its third party representatives to inspect the Supplier's premises, records, and to meet the Supplier's personnel to audit the Supplier's compliance with its obligations under this clause 19.8.
- 19.8.2 The Supplier represents and warrants that it has not been convicted of any offence involving slavery and human trafficking or been the subject of any investigation, inquiry or enforcement proceedings regarding any offence or alleged offence of or in connection with slavery and human trafficking.
- 19.8.3 Breach of this clause 19.8 shall be deemed a material breach under clause 16.2.
- 19.9 **National Living Wage.** For the Contract term and subject to any amendments made to these conditions by the L&Q from time to time, the Supplier shall for its Employee who provides a service to or on behalf of L&Q:
- 19.9.1 pay all its employees aged 18 or over not less than the then current real Living Wage rates; and
 - 19.9.2 increase the amount which it pays to affected Employees by the same amount as any increase to the real Living Wage, within 6 months of the date on which any increase in the real Living Wage is officially announced: and
 - 19.9.3 notify all affected employees of the date of the next increase within one month of the official announcement, unless the employees have been previously notified about the date on which they will receive at least the increase in the real Living Wage.
 - 19.9.4 The Supplier shall ensure that all its contractors and third parties engaged in the provision of Services to L&Q shall abide by the terms of 19.9.

19.10**Variation.** Except as set out in these Conditions, no variation of the Contract, including the introduction of any additional terms and conditions, shall be effective unless it is agreed in writing and signed by the parties or their authorised representatives.

19.11**Information.** The Supplier shall provide general assistance to L&Q in regard to any access to information requests it receives from tenants.

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

19.13**Jurisdiction.** Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the Contract or its subject matter or formation.

IN WITNESS both Parties have executed and delivered this Contract as a deed on the date set out at the start of it. [DN: delete this if not signing as deed]

IN WITNESS both Parties have executed and delivered this Contract signed underhand on the date set out at the start of it [DN: delete this if not signing underhand]

Schedule 1 – Services and/or Good Specification

Schedule 2 – Tender Return

Schedule 3 - Mandatory Policies

The Mandatory Policies are:

- The Supplier Code of Conduct
- Expected Standards of Behaviour for L&Q Suppliers
- L&Q's Anti-Slavery Policy
- Expected L&Q Minimum Standards for Sustainable Materials Procurement (Property and Estate Services contract value [above £1,000,000] [below £1,000,000) (delete if not applicable)

Schedule 4— KPIs and Service Credits

[INSERT AS NECESSARY]

[DRAFTING NOTE – FOR USE WHEN A DEED]

SIGNED AND DELIVERED WHEN DATED AS A DEED by

[NAME OF ATTORNEY])
as attorney for **London & Quadrant Housing Trust**)
under a power of attorney dated **[XXXX]**)
in the presence of:)

.....[SIGNATURE] as attorney for **London & Quadrant Housing Trust**

..... [SIGNATURE OF WITNESS]

..... [NAME OF WITNESS [IN BLOCK CAPITALS]]

.....

..... [ADDRESS OF WITNESS]

..... [OCCUPATION OF WITNESS]

EXECUTED AS A DEED and)
DELIVERED WHEN DATED by)
[SUPPLIER])

Director.....

Witness signature

Witness name

Witness address

[DN: For use where you do not need a deed – for low value / low risk purchases]

Signed by London and Quadrant Housing Trust:

Position.....

Authorised Signatory.....

Date Signed

Signed by London and Quadrant Housing Trust:

Position.....

Authorised Signatory.....

Date Signed

Signed by [SUPPLIER]:

Position.....

Authorised Signatory.....

Date Signed

Signed by [SUPPLIER]:

Position

Authorised Signatory.....

Date Signed