

## Example 6: Simple Contract

For the supply of

between

**The University of Aberdeen**

and

**Contract Reference:**

*Insert date*

### Section 1: FORM OF AGREEMENT

#### Contract for the Supply of:

AGREEMENT made as of this \_\_\_\_\_ day of \_\_\_\_\_ 2005, by and between # having its principal office at # (hereinafter called the "Contractor"), and the **University of Aberdeen**, having its principal office at King's College, Aberdeen, AB24 3FX (hereinafter called the "University").

The Contractor wishes to provide a # to the University, and the University wishes to purchase a # from the Contractor, all as more particularly described in the documents incorporated here.

It is hereby agreed as follows:

The Contract shall incorporate:

Section 1:	Form of Agreement
Section 2:	Articles of Agreement and Price
Section 3:	Specification of Requirements
Section 4:	The University General Conditions of Purchase

All of which shall be read as one document.

In case of conflicting statements the order of precedence is:

This Contract

The University of Aberdeen General Conditions of Purchase

The Contractor's response to the invitation to tender

The Contractor's representative shall be #, telephone number: #, facsimile number: #.

The University's representative shall be # telephone number: 01224 27#, facsimile number: 01224 27#.

The supplies shall be as described in Section 2: Specification of Requirements.

The Contractor shall provide the supplies to the University in accordance with Section 2: Articles of Agreement and Price.

The University shall pay the Contractor the price in accordance with section 2: Articles of Agreement and Price.

**Signed for and witnessed on behalf of  
the Contractor**

**Signed for and witnessed on behalf of  
the University of Aberdeen**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

at: \_\_\_\_\_

at: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Section 2: Articles of Agreement and Price*

**Items to be Supplied**

The items to be supplied are those listed as Items # of Appendix A to the Form of Tender submitted by the Contractor on # (a copy of which is attached to this Section as Annex 1).

**Price**

The Price shall be # as detailed in Clause # of Appendix A to the Form of Tender submitted by the Contractor, that is £#. The Price is Carriage and Insurance Paid to the delivery address detailed.

**Delivery**

Delivery of all items shall be made to the following address:

*<insert address>*

Delivery is required by *<insert date and time>*. Time is of the essence.

**Installation**

The Contractor shall provide all reasonable instructions, assistance and training to enable the University to install and set up the items in working order immediately after delivery. There shall be no charge made by the Contractor for this service.

**Warranty and Maintenance Arrangements**

The manufacturer's warranty shall apply to all items for a period of 12 months from the date of installation.

b. For a period of # months following expiry of the manufacturer's warranty the Contractor shall provide an additional warranty covering [labour and travel costs?] and providing [two service visits?] in each 12 month period. The cost of this warranty and service is included in the Price.

With effect from the expiry of the additional warranty and service referred to in note 5b the Contractor shall offer the University an annual maintenance contract on the terms set out in Annex 2 to this section at a cost of £# a year. Payment shall be made within 30 days of receipt of a valid invoice following each service visit. This offer shall remain open and continuous for not less than # years from the date of expiry of the extended warranty and service referred to in note 5b.

**Value Added Tax**

The prices contained herein shall **exclude** Value Added Tax. The University will pay VAT/claim exemption in accordance with UK Government regulations.

### **Terms and Conditions (including Payment)**

All other Terms and Conditions set out in Section 4 – University of Aberdeen General Conditions of Purchase shall apply to this Contract, except that any terms or conditions contained in Section 1 – Form of Agreement, or in Section 2 – Articles of Agreement and Price, which differ from those in Section 4 shall take precedence.

### **Annex 1 to Section 2: Articles of Agreement and Price**

(To be submitted as Appendix A to the Form of Tender by the Supplier)

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### **Annex 2 to Section 2: Articles of Agreement and Price**

(Maintenance/Service Agreements etc.)

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