

# ORSA STANDARD TERMS & CONDITIONS

Updated August 2024

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## 0.0 INTERPRETATION

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

### 0.1 Definitions:

**Business Day:** a day other than a Saturday, Sunday or public holiday in England, when banks in London are open for business.

**Charges:** the charges payable by the Client for the supply of the Services in accordance with clause 4.

**Conditions:** these terms and conditions as amended from time to time in accordance with clause 9.5.

**Contract:** the contract between the Supplier and the Client for the supply of 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 construed accordingly.

**Client:** the person or firm who purchases Services from the Supplier.

**Client Default:** has the meaning set out in clause 3.1(h)(i).

**Deliverables:** the deliverables set out in the Order produced by the Supplier for the Client.

**Intellectual Property Rights:** patents, rights to inventions, copyright and neighbouring and related rights, moral rights, trademarks and service marks, business names and domain names, rights in get-up and trade dress, goodwill and the right to sue for passing off or unfair competition, 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.

**Order:** the Client's order for Services as set out in the Client's written acceptance of the Supplier's quotation.

**Services:** the services, including the Deliverables, supplied by the Supplier to the Client as set out in the Specification.

**Specification:** the description or specification of the Services provided in writing by the Supplier to the Client.

**Supplier:** ORSA Projects Limited registered in England and Wales with company number 09272945. ORSA Fire Limited in England and Wales with company number 1329549.

### 0.2 Interpretation:

(a) Unless expressly provided otherwise in this Contract, a reference to legislation or a legislative provision:

(i) is a reference to it as it is in force as at the date of this Contract; and

(ii) shall include all subordinate legislation made as at the date of this Contract under that legislation or legislative provision.



(b) Any words following the terms including, include, in particular, for example or any similar expression, shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

(c) A reference to writing or written includes email.

## 1.0 BASIS OF CONTRACT

(a) The Order constitutes an offer by the Client to purchase Services in accordance with these Conditions.

(b) The Order shall only be deemed to be accepted when the Client issues written acceptance of the Order at which point and on which date the Contract shall come into existence.

(c) Any samples, drawings, descriptive matter or advertising issued by the Supplier, and any descriptions or illustrations contained in the Supplier's catalogues or brochures, are issued or published for the sole purpose of giving an approximate idea of the Services described in them. They shall not form part of the Contract or have any contractual force.

(d) These Conditions apply to the Contract to the exclusion of any other terms that the Client seeks to impose or incorporate, or which are implied by law, trade custom, practice or course of dealing.

(e) Any quotation given by the Supplier is only valid for a period of 20 Business Days from its date of issue.

(f) All previous discussions (whether orally or in writing) are superseded by the Order.

(g) Supply of Services

(h) The Supplier shall supply the Services to the Client in accordance with the Specification in all material respects.

(i) The Supplier shall use all reasonable endeavours to meet any performance dates specified in the Order, but any such dates shall be estimates only and time shall not be of the essence for performance of the Services.

(j) The Supplier reserves the right to amend the Specification if necessary to comply with any applicable law or regulatory requirement, or if the amendment will not materially affect the nature or quality of the Services, and the Supplier shall notify the Client in any such event.

(k) The Supplier warrants to the Client that the Services will be provided using reasonable care and skill.

## 2.0 CLIENT'S OBLIGATIONS

### 2.1 The Client shall:

(a) ensure that the terms of the Order and any information it provides in the Specification are complete and accurate;

(b) co-operate with the Supplier in all matters relating to the Services;

(c) provide the Supplier, its employees, agents, consultants and subcontractors, with access to the Client's premises, office accommodation and other facilities as reasonably required by the Supplier;

(d) provide the Supplier with such information and materials as the Supplier may reasonably require in order to supply the

Services, and ensure that such information is complete and accurate in all material respects;

(e) prepare the Client's premises for the supply of the Services;

(f) obtain and maintain all necessary licences, permissions and consents which may be required for the Services before the date on which the Services are to start;

(g) keep all materials, equipment, documents and other property of the Supplier (Supplier Materials) at the Client's premises in safe custody at its own risk, maintain the Supplier Materials in good condition until returned to the Supplier, and not dispose of or use the Supplier Materials other than in accordance with the Supplier's written instructions or authorisation; and

(h) comply with any additional obligations as set out in the Specification.

(i) If the Supplier's performance of any of its obligations under the Contract is prevented or delayed by any act or omission by the Client or failure by the Client to perform any relevant obligation this will be viewed as Client default. Without limiting or affecting any other right or remedy available to it, the Supplier shall have the right to suspend performance of the Services until the Client remedies the Client Default, and to rely on the Client Default to relieve it from the performance of any of its obligations in each case to the extent the Client Default prevents or delays the Supplier's performance of any of its obligations;

(j) The Supplier shall not be liable for any costs or losses sustained or incurred by the Client arising directly or indirectly from the Supplier's failure or delay to perform any of its obligations as set out in this clause 3.1(h)(i); and

(k) The Client shall reimburse the Supplier on written demand for any costs or losses sustained or incurred by the Supplier arising directly or indirectly from the Client Default.

## 3.0 CHARGES AND PAYMENT

### 3.1 The Charges for the Services shall be calculated on a time and materials, skills and knowledge basis

(a) The Charges shall be calculated and set out in the Order; and

(b) The Supplier shall be entitled to charge the Client for any expenses reasonably incurred by the individuals whom the Supplier engages in connection with the Services including subsistence and any associated expenses, and for the cost of services provided by third parties and required by the Supplier for the performance of the Services, and for the cost of any materials.

### 3.2 The Supplier shall invoice the Client and the Client shall pay each invoice submitted by the Supplier as follows:

(a) Fire consultancy services for EWS1, FRA, FRAA, FRAEW, PAS9980, Fire door surveys, Fire Engineers, Fire Guardian, Fire Consultancy

(i) A written confirmation of the 'Confirmation of the Scope agreement/email' is required to proceed with services.



(ii) No previous email or quote will be valid from that point on.

(iii) Any additional service or administrative request outside the Confirmation of the Scope document/email will incur additional charges.

(iv) In the absence of any specific payment agreement, e.g. agreed staged payments or 50% of total invoice paid upfront, payment must be made in full and in cleared funds to a bank account nominated in writing by the Supplier within 30 days of the date the invoice was issued.

(vi) For our EWS1 Service only a report, form/s and letter/s of reliance is sent at completion of the service. The client has 5 working days to identify any mistake on the names address/es or letter of reliance. Any changes or additional letters of reliance after that will have an administrative fee of £500 per form/letter.

(vii) Any administrative fees should be paid in full by the Client to the Supplier.

(b) CDMA, BSA/PD, and other services.

(i) A written confirmation of the 'Confirmation of the Scope agreement' is required to proceed with services.

(ii) No previous email or quote will be valid from that point on.

(iii) Payment of every service will be specified in the 'Confirmation of the Scope agreement'

(iv) In the absence of any specific payment agreement, e.g. agreed staged payments or 50% of total invoice paid upfront, payment must be made in full and in cleared funds to a bank account nominated in writing by the Supplier within 30 days of the date the invoice was issued.

(c) All amounts payable by the Client under the Contract are exclusive of amounts in respect of value added tax chargeable from time to time (VAT). Where any taxable supply for VAT purposes is made under the Contract by the Supplier to the Client, the Client 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 Services at the same time as payment is due for the supply of the Services.

(d) If the Client fails to make a payment due to the Supplier under the Contract by the due date, then, without limiting the Supplier's remedies under these terms, the Client 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 day at 8% a year above the Bank of England's base rate in accordance with the Late Payment of Commercial Debt (Interest) Act 1998.

(e) All amounts due under the Contract shall be paid in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

## 4.0 INTELLECTUAL PROPERTY RIGHTS

5.1 All Intellectual Property Rights in or arising out of or in connection with the Services (other than Intellectual Property Rights in any materials provided by the Client) shall be owned by the Supplier.

5.2 The Supplier grants to the Client, or shall procure the direct grant to the Client of, a fully paid-up, worldwide, non-exclusive,

royalty-free licence during the term of the Contract to copy the Deliverables (excluding materials provided by the Client) for the purpose of receiving and using the Services and the Deliverables.

5.3 The Client shall not sub-license, assign or otherwise transfer the rights granted in clause 5.2.

5.4 The Client grants the Supplier a fully paid-up, non-exclusive, royalty-free, non-transferable licence to copy and modify any materials provided by the Client to the Supplier for the term of the Contract for the purpose of providing the Services to the Client

## 5.0 LIMITATION OF LIABILITY: THE CLIENT'S ATTENTION IS PARTICULARLY DRAWN TO THIS CLAUSE

**5.1 The Supplier has obtained professional indemnity insurance cover in respect of its own legal liability for £10m.**

The limits and exclusions in this clause reflect the insurance cover the Supplier has been able to arrange, and the Client is responsible for making its own arrangements for the insurance of any excess loss.

**5.2 References to liability**

Liability includes every kind of liability arising under or in connection with the Contract including liability in contract, tort (including negligence), misrepresentation, restitution or otherwise.

**5.3 Nothing in this clause 6 shall limit the Client's payment obligations under the Contract.**

**5.4 Nothing in the Contract limits any liability which cannot legally be limited, including but not limited to liability for:**

- (a) Death or personal injury caused by negligence;
- (b) fraud or fraudulent misrepresentation; and
- (c) breach of the terms implied by section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession).

**5.5 Subject to the above, the Supplier's total liability to the Client for all loss or damage shall not exceed £ 2 million.**

**5.6 The caps on the Supplier's liabilities shall be reduced by:**

- (a) payment of an uncapped liability;
- (b) amounts awarded by a court or arbitrator, using their procedural or statutory powers in respect of costs of proceedings or interest for late payment.]

**5.7 Types of loss that are wholly excluded:**

- (a) loss of profits.



- (b) loss of sales or business.
- (c) loss of agreements or contracts.
- (d) loss of anticipated savings.
- (e) loss of use or corruption of software, data or information.
- (f) loss of or damage to goodwill; and
- (g) indirect or consequential loss.

**5.8 Unless the Client notifies the Supplier that it intends to make a claim in respect of an event within the notice period, the Supplier shall have no liability for that event.**

The notice period for an event shall start on the day on which the Client became, or ought reasonably to have become, aware of the event having occurred and shall expire 3 months from that date. The notice must be in writing and must identify the event and the grounds for the claim in reasonable detail.

## 6.0 TERMINATION

**6.1 Without affecting any other right or remedy available to it, either party may terminate the Contract by giving the other party one months' written notice.**

**6.2 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:**

- (a) the other party commits a material breach of any term of the Contract and (if such a breach is remediable) fails to remedy that breach within 14 days of that party being notified in writing to do so;
- (b) 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), applying to court for or obtaining a moratorium under Part A1 of the Insolvency Act 1986, 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 or, if the step or action is taken in another jurisdiction, in connection with any analogous procedure in the relevant jurisdiction;
- (c) 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; or
- (d) the other party's financial position deteriorates to such an extent that in the terminating party's opinion the other party's capability to adequately fulfil its obligations under the Contract has been placed in jeopardy.

**6.3 Without affecting any other right or remedy available to it, the Supplier may terminate the Contract with immediate effect by giving written notice to the Client if:**

- (a) the Client fails to pay any amount due under the Contract on the due date for payment; or
- (b) there is a change of control of the Client.

**6.4 Without affecting any other right or remedy available to it, the Supplier may suspend the supply of Services under the Contract or any other contract between the Client and the Supplier if:**

- (a) the Client fails to pay any amount due under the Contract on the due date for payment;
- (b) the Client becomes subject to any of the events listed in clause 6.2 (c) or (d), or the Supplier reasonably believes that the Client is about to become subject to any of them; and
- (c) the Supplier reasonably believes that the Client is about to become subject to any of the events listed in clause 6.2 (b)

## 7.0 CONSEQUENCES OF TERMINATION

**7.1 On termination of the Contract:**

- (a) the Client shall immediately pay to the Supplier all of the Supplier's outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, the Supplier shall submit an invoice, which shall be payable by the Client immediately on receipt;
- (b) the Client shall return all of the Supplier Materials and any Deliverables which have not been fully paid for. If the Client fails to do so, then the Supplier may enter the Client's premises and take possession of them. Until they have been returned, the Client shall be solely responsible for their safe keeping and will not use them for any purpose not connected with the Contract.
- (c) Termination of the Contract shall not affect any rights, remedies, obligations or liabilities of the parties that have accrued up to the date of termination, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination.
- (d) Any provision of the Contract that expressly or by implication is intended to come into or continue in force on or after termination of the Contract shall remain in full force and effect.

## 8.0 GENERAL

**8.1 Force majeure.**

Neither party shall be in breach of the Contract nor liable for delay in performing, or failure to perform, any of its obligations under the Contract if such delay or failure result from events, circumstances or causes beyond its reasonable control.



## 8.2 Assignment and other dealings.

(a) The Supplier may at any time assign, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with any or all of its rights and obligations under the Contract.

(b) The Client shall not assign, transfer, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with any of its rights and obligations under the Contract.

## 8.3 Confidentiality.

(a) Each party undertakes that it shall not at any time disclose to any person any confidential information concerning the business, affairs, Clients, clients or suppliers of the other party, except as permitted by clause 8.3 (b).

(b) Each party may disclose the other party's confidential information:

(i) to its employees, officers, representatives, contractors, subcontractors or advisers who need to know such information for the purposes of carrying out the party's 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 10.3; and

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

(c) Neither party shall use the other party's confidential information for any purpose other than to perform its obligations under the Contract.

## 8.4 Entire agreement.

(a) The 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.

(b) Each party acknowledges that in entering into the Contract it does not rely on, and shall have no remedies in respect of 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 based on any statement in the Contract.

(c) Nothing in this clause shall limit or exclude any liability for fraud.

## 8.5 Variation.

Except as set out in these Conditions, no variation of the Contract shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

## 9.0 WAIVER.

A waiver of any right or remedy under the Contract or by law is only effective if given in writing and shall not be deemed a waiver of any subsequent right or remedy. A failure or delay by a party to exercise any right or remedy provided under the Contract or by law shall not constitute a waiver of that or any

other right or remedy, nor shall it prevent or restrict any further exercise of that or any other right or remedy. No single or partial exercise of any right or remedy provided under the Contract or by law shall prevent or restrict the further exercise of that or any other right or remedy.

## 10.0 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 this agreement. If any provision or part-provision of this Contract is deleted 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.

## 11.0 NOTICES

(a) Any notice or other communication given to a party under or in connection with the Contract shall be in writing and shall be 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 sent by email.

(b) Any notice or communication shall be deemed to have been received:

(i) if delivered by hand, at the time the notice is left at the proper address;

(ii) if sent by next working day delivery service, at 9.00 am on the second Business Day after posting; or

(iii) 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. In this clause, business hours means 9.00am to 5.00pm Monday to Friday on a day that is not a public holiday in the place of receipt.

## 11.1 Third party rights.

(a) Unless it expressly states otherwise, the Contract does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract.

(b) The rights of the parties to rescind or vary the Contract are not subject to the consent of any other person.

## 11.2 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.

## 11.3 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.

