



## **SCHEDULE B: Careline**

### **STANDARD TERMS AND CONDITIONS FOR WORKS: SPECIFIC CONDITIONS APPLICABLE TO CARELINE ORDERS**

#### **General**

The Careline service is bound by the financial regulations and practices of the Trust in relation to the ordering of works, goods and services Set out below are the conditions applicable and must be read in conjunction with the document 'TERMS AND CONDITIONS APPLYING TO ALL ORDERS'.

#### **WVHT Policies**

The policies and procedures of the Trust are available on the Trust's website ([www.wvht.co.uk](http://www.wvht.co.uk)) and the Contractor is to take into account all policies and procedures that are relevant to the type of works undertaken and general policies such as Fraud Policy, Complaints Procedures and Equality & Diversity Strategy.

#### **Order value**

The Contractor shall pay all fees or charges in association with all legislation, statutory Requirements and the like that apply to the Works. Such fees or charges shall be deemed to be included in the Contractor's quotation for the Works.

The Contractor shall be deemed to have included in his quotation for all associated work that can reasonably be foreseen, whether or not it is detailed in the information given to him by the Trust.

#### **Start and Completion Dates**

The start and completion dates for works where applicable, shall be as detailed on the Trust's Order. Agreed dates for delivery of goods/ services will also be specified where applicable

#### **Payments**

The Contractor shall submit his invoice on satisfactory completion of the Works or delivery of the items or services.

The invoice must contain sufficient detail in order that the goods, services or works supplied can be checked by the Trust before the invoice is authorised for payment.

Payment shall be made by the Trust within 30 days of receipt of an invoice tax date of the invoice received, provided that the Trust is satisfied with the Works carried out or goods and services delivered and that a 'supplier account form has been completed and authorised. The payment shall be as the Order value.

No variations to the Works/goods or services shall be paid for unless the Trust has specifically instructed the variation in writing.

#### **Defects after Completion of the Works**

The Contractor shall be responsible for defects in the Works which become apparent at any time up to 6 months after completion of the Works.

Any defects reported to the Contractor shall be rectified within the timescale given to the Contractor by the Trust.

Failure to rectify the defects within the time given will result in the Trust arranging for the remedial works to be undertaken by others and the Contractor shall be charged for all associated costs. Any such costs may be deducted from monies due for other Works that the Contractor is undertaking for the Trust.

Payment will be withheld during the period that the Trust is in any dispute with the provider of work/goods and services until such time as the matter is resolved.

Any variations to amounts stated on the order, if agreed, will require the issuing of a separate order and an updated invoice.