

***Charles University, Faculty of Social Sciences,***

***Smetanovo nábřeží 6, 110 01 Prague 1***

***Tax ID: CZ00216208***

***Identification number: 00216208***

*Bank details: Komerční banka Prague 1, account no.: 85033011/0100*

|  |  |
| --- | --- |
| **Order** | **no.** |

|  |  |  |
| --- | --- | --- |
| **Ordered by** |  | |
| Tel.number: | E-mail: |

|  |
| --- |
| **Address of supplier** |

|  |  |
| --- | --- |
| **In Prague on:** |  |

|  |  |
| --- | --- |
| We order at your company the following services / products:  **Estimated price without VAT:**  **With VAT:**  **Address of delivery:**  **Time of delivery:**  **Billing address:**  Charles University, Faculty of Social Sciences  Smetanovo nábř. 6, 110 01 Prague 1  Payment by invoice that indicates the number of this order. The terms specified in this order form an integral part of this order. **Period for receipt of the order is 5 calendar days upon delivery of the order.**  Bc. Hana Pokorná, DiS.  Head of Accounts Office | |
| To be funded by: | |
| Budget transactor:  Date:  Signature: | Administrator of budget:  Date:  Signature: |
| Note: | |

***Charles University, Faculty of Social Sciences*Terms and conditions**

**1. Conclusion of the contract, effectiveness of the contract**: the contract is validly concluded upon written receipt of the order within the period specified in the text of the order. The contract enters into force on the date of publication through the registry of contracts, provided the contract is subject to such an obligation by law, otherwise on the date of receipt of the order.

**2. Order party requests to supply the following documents: [[1]](#endnote-1)** )

* *delivery note*
* *warranty statement*
* *user manual in Czech language*
* *document for transportation*
* *declaration of conformity*
* *audit report*
* *protocol on staff training*
* *another document………………..*

**3. Payment terms**: order party does not provide any advance payments; tax document - invoice shall meet the requirements of the law no. 235/2004 Coll., as amended, of the law no. 563/1991 Coll., as amended. Payments will be executed by cashless transfer to the supplier's account. An invoice can be issued upon the effective date of the contract at the earliest and after providing proper performance.

**4. Due period of invoice**: 21 calendar days upon delivery of invoice.

**5. Warranty for delivered goods**: 24 months upon the date of receipt of goods.

**6. Liability for defective performance**. Concluding the contract, a supplier agrees that performance provided by him will be free from defects and will serve the agreed purpose; liability for defective performance, or any damage is governed by respective provisions of the Civil Code; liability based on the warranty is not hereby affected.

**7. Legislation**. Contractual obligations are governed by Czech law, in particular by relevant provisions of the law no. 89/2012 Coll., Civil Code.

**8. Publication of the contract.** Terms of publication of the contract are governed by law no. 340/2015 Coll., on the registry of contracts, as amended.

9. In case the contract is subject by law to the publication in the registry of contracts, FSV will ensure sending the contract to the registry of contracts immediately after the conclusion of the contract. FSV will notify the supplier of the performed registration by sending him a copy of confirmation of the administrator of the registry of contracts about the publication of the contract, and will do so without any undue delay after it had received such a confirmation, or it will already complete the appropriate section with ID of data box of the supplier on the accompanying form.

1. The option to be marked with a cross [↑](#endnote-ref-1)