

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

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

***Ordering Party***

***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(date):** |  |

|  |  |
| --- | --- |
| 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  Please request payment by invoice, indicating the number of this order and providing bank account of Supplier for payment. The terms specified in this order form an integral part of this order. **Period for receipt of the ordered services/products is 5 calendar days after delivery of the order to supplier.**  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 acceptance of the order by supplier, delivered to the Ordering Party within the period specified in the text of the order. The contract enters into force on the date of publication in the registry of contracts, provided the contract is subject by law to such an obligation, otherwise on the date of acceptance of the order.

**2. Ordering party requests Supplier to furnish the following documents: [[1]](#endnote-1)** )

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

**3. Payment terms**: Ordering arty will not provide any advance payments; all tax documents and invoices shall meet the requirements of Law of the Czech Republic no. 235/2004 Coll., as amended, and Law no. 563/1991 Coll., as amended. Payments will be executed by cashless transfer to the supplier's bank account listed on supplier’s invoice. An invoice can be issued no earlier than the effective date of the contract and proper performance of supplier’s obligations.

**4. Due date for payment**: 21 calendar days from delivery of invoice to the Ordering Party.

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

**6. Liability for default and defects**. Upon concluding the contract, the Supplier agrees that performance provided by him will be free from defects and will serve the agreed purpose; liability for defective performance and any damages to the Ordering Party is governed by applicable provisions of the Civil Code of the Czech Republic. Liability for breach of warranty is not hereby affected.

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

**8. Publication of the contract.** Terms for 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 publication in the registry of contracts, the FSV will ensure that the contract is provided to the registry of contracts immediately after the conclusion of the contract. The FSV will notify the supplier of the completion of registration by sending him a copy of the confirmation of the administrator of the registry of contracts of publication of the contract, and will do so without any undue delay after it has received such 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)