



## Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	To be confirmed	
2. Customer	Natural England Sterling House Dix's Field Exeter EX1 1QA	
3. Contractor(s)	[Insert Contractor's name, registered address (if registered), and registration number (if registered)]	
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables: Natural England, Environment Agency, Defra, Marine Management Organisation.	
5. The Agreement	<p>This Order is part of the Agreement and is subject to the terms and conditions referenced at Appendix 1 and shall come into effect on the Start Date.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.</p> <p>The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):</p> <ul style="list-style-type: none"> <li>a) this Order;</li> <li>b) the terms and conditions at Appendix 1; and</li> <li>c) the remaining Appendices (if any) in equal order of precedence.</li> </ul>	
6. Deliverables	Applicable Deliverables	<b>Goods Only:</b> <input type="checkbox"/> <b>Services Only:</b> <input checked="" type="checkbox"/> <b>Good and Services:</b> <input type="checkbox"/>
	Goods	None.
	Services	<p>[Insert Description: as set out [below] OR [in Appendix 2 – Specification / Description]</p> <p>[To be performed at [Insert description of premises (including whether they are the Customer's premises, the Contractor's premises and/or a third party's premises and in each case the address)].]</p> <p>Date(s) of Delivery: [Insert date(s) or the period of Delivery]</p> <p>[To be performed on [Insert any details about days Services are to be performed, for example, if these are to be delivered only on certain days of the week rather than for the whole week]</p>
7. Start Date	15 July 2024	

8. Expiry Date	27 Mar 2025		
9. Charges	The Charges for the Goods and/or Services shall be as set out [below <b>[insert details]</b> ] / in <b>[Appendix 3 – Charges]</b> . The Charges are fixed for the duration of the Agreement.		
10. Payment	Payments will be made to <b>[Insert payment method(s) and necessary details]</b> Payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice.		
11. Contractor's Liability Cap (Clause 13.2.1)	A sum equal to £5,000,000.		
12. Customer's Authorised Representative(s)	For general liaison your contact will continue to be  <b>Christine Singfield</b> hpmas@naturalengland.org.uk  or, in their absence,  <b>Katie Pryor</b> katie.pryor@naturalengland.org.uk.		
13. Contractor's Authorised Representative	For general liaison your contact will continue to be  <b>[Insert contract manager name and contact details]</b>  or, in their absence,  <b>[Insert secondary name and contact details]</b> .		
14. Optional Intellectual Property Rights ("IPR") Clauses	The Customer has chosen Option B in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.		
15. Progress Meetings and Progress Reports	The Contractor shall provide the Customer with progress reports every quarter as detailed in the specification.		
16. Address for notices	<div> <div> <b>Customer:</b>   Christine Singfield  Natural England  Sterling House  Dix's Field  Exeter  EX1 1QA   Attention: Senior Highly Protected Marine Areas Officer   Email: hpmas@naturalengland.org.uk </div> <div> <b>Contractor:</b>   <b>[insert name and address of Contractor]</b>   Attention: <b>[insert title]</b>   Email: <b>[insert email address]</b> </div> </div>		
17. Key Personnel of the Contractor	<b>Key Personnel Role:</b>	<b>Key Personnel Name:</b>	<b>Contact Details:</b>
18. Procedures and Policies	For the purposes of the Agreement: No additional requirements		
19. Special Terms	N/A		
20. Additional Insurance			
21. Further Data Protection Provisions	The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:		

	<b>Yes:</b> <input type="checkbox"/> <b>No:</b> <input checked="" type="checkbox"/>
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Signed for and on behalf of the <b>Customer</b>	Signed for and on behalf of the <b>Contractor</b>
Name: [Insert name]  [Insert job title]	Name: [Insert name]  [Insert job title]
Date:	Date:
Signature:	Signature:

## **Appendix 1: Terms and Conditions**

The Customer's Standard Good & Services Terms and Conditions which can be located on the [Natural England Website](#) and which are called 'Standard Goods & Services Terms and Conditions'

## **Appendix 2: Specification/Description**

***[Tender specification and Contractor's tender response to be included here (if applicable)]***

### **Appendix 3: Charges**

***Breakdown of the charges in as much detail as necessary***

