Add NE Logo

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

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| 1. **Purchase Order Number** | *To be confirmed when contract is awarded* | |
| 1. **Customer** | Natural England | |
| 1. **Contractor(s)** | *Contractor’s name, registered address (if registered), and registration number (if registered)* | |
| 1. **Defra Group Members** | The following Defra Group members will receive the benefit of the Deliverables:  Natural England | |
| 1. **The Agreement** | 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.  Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.  The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):   1. this Order; 2. the terms and conditions at Appendix 1; and 3. the remaining Appendices (if any) in equal order of precedence. | |
| 1. **Deliverables** | **Applicable Deliverables** | **Goods Only:**  **Services Only:**  **Good and Services:** |
| **Goods** | None |
| **Services** | Description: Natural England are seeking the upgrade of the existing single-phase inverter and battery installation to a 3-phase inverter with additional batteries.  To be performed at Natural England, National Nature Reserve, Beal Station, Beal, Berwick-on-Tweed, Northumberland TD15 2SP.  Date(s) of Delivery: 10/03/2025 to 31/03/2025 |
| 1. **Start Date** | 10/03/2025 | |
| 1. **Expiry Date** | 31/03/2025 | |
| 1. **Charges** | The Charges for the Goods and/or Services shall be as set out in Appendix 3 – Charges. The Charges are fixed for the duration of the Agreement. | |
| 1. **Payment** | Payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice. | |
| 1. **Contractor’s Liability Cap (Clause 13.2.1)** | A sum equal to £5,000,000. | |
| 1. **Customer’s Authorised Representative(s)** | For general liaison your contact will continue to be  Helen Woolley  Natural England  Worcestershire County Hall  Worcester  WR5 2NP  [Helen.woolley@naturalengland.org.uk](mailto:Helen.woolley@naturalengland.org.uk) 020 802 60871  or, in their absence,  Natural England Operational Manager, Andrew Craggs  email: andrew.craggs@naturalengland.org.uk | |
| 1. **Contractor’s Authorised Representative** | For general liaison your contact will continue to be  [**Insert *contract manager name and contact details***]  or, in their absence,  [**Insert *secondary name and contact details***]. | |
| 1. **Optional Intellectual Property Rights (“IPR”) Clauses** | The Customer has chosen Option B(Default Option) in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.  Default Option- Option B: Customer ownership of all New IPR with limited Contractor rights to all New IPR in order to deliver the Agreement. | |
| 1. **Progress Meetings and Progress Reports** | * The Contractor shall attend progress meetings with the Customer at: * Contract inception * After submission of draft report * Additionally, as required by project officer. | |
| 1. **Address for notices** | |  |  | | --- | --- | | **Customer:** | **Contractor:** | | Natural England Mail Hub  Natural England  Foss House  Kings Pool  1-2 Peasholme Green  YORK  YO1 7PX  Attention: Valerie Brown  Email: val.brown@naturalengland.org.uk | [**insert *name and address of Contractor*]**  Attention: **[insert *title***]  Email: [**insert *email address***] | |  | | |
| 1. **Key Personnel of the Contractor** | |  |  |  | | --- | --- | --- | | **Key Personnel Role:** | **Key Personnel Name:** | **Contact Details:** | |  |  |  | | |
| 1. **Procedures and Policies** | For the purposes of the Agreement:  All relevant policies and procedures have been outlined in the Guided Buying Request for Quotation document. | |
| 1. **Special Terms** | N/A | |
| 1. **Additional Insurance** | N/A | |
| 1. **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:  **Yes:**  **No:** | |

***[Guidance note: Please note that typically the Contractor should sign first and return the copy to the Customer to sign]***

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| --- | --- |
| Signed for and on behalf of the **Customer** | Signed for and on behalf of the **Contractor** |
| 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](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fnatural-england%2Fabout%2Fprocurement&data=05%7C01%7Cdaniel.lavender%40dlapiper.com%7Ce61b389c5e15470f278e08dbcc060e37%7Ce855e7acc54640d299f7a100522010f9%7C1%7C0%7C638328098969691096%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ymInFtzabvMF3T9or361i03D%2B4kyuzgt8T5CzJeS7Gc%3D&reserved=0) and which are called ‘Standard Goods & Services Terms and Conditions’

**Appendix 2: Specification/Description**

**Generally**

The works: Involve the upgrading of the existing single-phase inverter and battery installation to a 3-phase inverter with additional batteries.

**As Existing:**

There is already a single-phase system, with PV strings connected to the inverters via a total of 4 strings from 3 roof / building mounted arrays, which is a 13kW system.

The current PV system is dual set up, with 4 strings to DC isolators, and connected to two Solax X3 G4 7.5kW hybrid inverters, see Schematic No1. These are wired back to the electrical network via individual 32A

CPD’s, A 63A RCBO and AC isolator to a 63A CPD in the main distribution board. See **Schematic 1** for the configuration.

**Existing system details and photos:**

**Photo 1:** Shows the system, as currently installed on the first-floor landing area.

**Photo 2:** Shows the new 3 phase distribution board.

**Photo 3:** Shows the incoming mains and breakers located to the right of the 3-phase distribution board, all of which is located on the ground floor, and is directly below the Solax battery / inverter system.

**Photo 4 and Site Plan:** The Solax system is behind the middle roller shutter door, on the back wall.

**Existing As Installed Information:** Certification and details of the system. See attachment below.

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1. **Scope of the works:** Is to price and provide clarification / confirmation of all of the following within a quotation for the works:
   1. **The contractor is to provide a schematic**: of the intended installation, in relation to the existing system.
   2. **Replacement of the inverters**: Remove the 2 existing inverters and replace with a X3-Ultra 15 kW inverter. This to have a 2-port connection for the batteries and 4 string connectivity for the PV strings.
   3. **Batteries:** Retain the two master 5.8kW batteries and add two 5.8kW slave batteries, and to be set up in ‘master + slave’ configuration. The contractor ‘must’ check that the new batteries are either a version 1 or version 2 to align with the existing master batteries already installed. These will sit in front of the existing batteries.
   4. **DC isolators and Connections:** Adapt and include for the existing for the new set up, using the existing DC and AC isolators and re-connect the entire system, so that it conforms to manufacturers specifications, standards, and IEE 18th edition regulations. Utilise existing equipment as necessary.
   5. **Power and cabling:** The system is currently isolated and needs to be set up to a 3-phase configuration to the new distribution unit (directly below the system). Each phase should be connected to allow the inverter to balance the loads across the site.
   6. **Containment:** Include for all containment and new cabling, or utilise the existing, all to conform to IEE regulations 18th edition.
   7. **Existing equipment and cabling:** strip out and remove from site redundant systems, and isolate /tidy up all cabling.
   8. **Connectivity to the Solax Cloud:** Upon completion the contractor is to ensure the system is fully set up and re-configured to allow for remote monitoring both themselves and for the customer. Login details will be provided when on site.
   9. **Builders Works:** Allow for all works that are non-electrical, associated with the installation.
   10. **Testing and Certification:** Check and test all systems are working and provide an electrical certificate upon completion of the works.

**2.0 Accreditation and Insurances:** The contractor shall provide confirmation of registration of the NICEIC and be accredited to the MCS standards and also provide confirmation of Public liability insurance to a minimum of £1milllion.

**3.0 Welfare:** The site will provide access to toilets and a kitchen.

**4.0 Access, location and Parking:** The site is open from 8am until 4.30pm and is controlled via a CCTV system with card access. Parking is available within the ‘yard’ and you can unload directly adjacent building. All visits to be agreed with the Operational Manager, Andrew Craggs.

* **The site is located:** - Natural England, National Nature Reserve, Beal Station, Beal, Berwick-on-Tweed, Northumberland TD15 2SP.

**5.0 Health and Safety:** The contractor is expected to provide a set of RAMS prior to works commencing on site, and proof of qualifications for any installer, on the day.

**6.0 Equipment and materials:** The battery system should have a minimum of a 10-year warranty, a Certificate of Conformity and a manufacturers data sheet. All proof to be provided within the tender return.

**7.0 Site Inspection:** The contractor has the opportunity to visit site or utilise the information provided, in order to provide a fixed priced for the supply and installation of the Scope of Works.

**8.0 Tender Return:** The contractor is to provide the following documents with the tender return, on the due date, as set out within ‘Contract Finder’.

* Priced Scope of Works items 1.1 to 1.10 + 2.0 inclusive.
* Quotation with Specification / Material list
* Warranty confirmation for the battery and Inverter, plus a data sheet.

**9.0 Procurement:** Natural England will set up the successful contractor on their supplier list, and then raise an order for the works, with payment upon completion. Payment is usually within 14 days.

A diagram of a solar panel

Description automatically generated

**Schematic 1:** System as installed.

A group of electrical equipment in a room

Description automatically generated

**Photo 1:** Existing system, as is. Situated directly above the dist board, see photos 2 & 3

A white machine with blue screens

Description automatically generated

**Photo 2:** New 3 phase distribution board (directly below the solar system.

A white box with wires and wires on a wall

Description automatically generated

**Photo 3:** New incoming 3 phase cable to isolator and meter.

An aerial view of a road and a building

Description automatically generated

**Site Location:** The Address: Beal Station, Beal, Berwick-on-Tweed, Northumberland TD15 2SP

A white van parked outside of a building

Description automatically generated

**Photo 4:** The existing building with the Solax system, showing some of the PV panels.

A blueprint of a building

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**Site Plan:** Showing location within the exist

**Appendix 3: Charges**

*Will be inserted when contract has been awarded.*

**Appendix 4: Processing Personal Data**

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| **[XXXX]** |
| **Contract:** |
| **Date:** | **[XXXX]** |
| **Description of authorised processing** | **Details** |
| Identity of Controller and Processor for each category of Personal Data |  |
| Subject matter of the processing |  |
| Duration of the processing |  |
| Nature and purposes of the processing |  |
| Type of Personal Data |  |
| Categories of Data Subject |  |
| Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data |  |
| Locations at which the Contractor and/or its subcontractors process Personal Data under this Agreement |  |
| Protective Measures that the Contractor and, where applicable, its subcontractors have implemented to protect Personal Data processed under this Agreement against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach |  |