



Department
for Environment
Food & Rural Affairs

Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	TBC	
2. Customer	The Secretary of State for Environment, Food and Rural Affairs, acting as part of the Crown	
3. Contractor(s)	Parliament News Distribution [REDACTED]	
4. Defra Group Members	N/A	
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">a) this Order;b) the terms and conditions at Appendix 1; andc) the remaining Appendices (if any) in equal order of precedence.	
6. Deliverables	Applicable Deliverables	Goods Only: <input type="checkbox"/> Services Only: <input type="checkbox"/> Good and Services: <input checked="" type="checkbox"/>
	Goods	A range of newspapers and magazines as per the specification.
	Services	Description: as set out below Supply and delivery of items as set out in the specification to Home Office 2 Marsham Street London SW1P 4DF [REDACTED] [REDACTED]
7. Start Date	01/04/2024	
8. Expiry Date	31/03/2027	

9. Charges	The Charges for the Goods and/or Services shall be as set out below: Contract value up to a maximum £45,000. This spend is <u>not</u> committed. [REDACTED].		
10. Payment	<i>Payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice.</i>		
11. Contractor's Liability Cap (Clause 13.2.1)	[REDACTED]		
12. Customer's Authorised Representative(s)	For general liaison your contact will continue to be [REDACTED]		
13. Contractor's Authorised Representative	For general liaison your contact will continue to be [REDACTED]		
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. <i>Option B: Customer ownership of all New IPR with limited Contractor rights to all New IPR in order to deliver the Agreement.</i>		
15. Progress Meetings and Progress Reports	Not applicable		
16. Address for notices	Customer: [REDACTED] [REDACTED]	Contractor: [REDACTED] [REDACTED]	
[REDACTED]	Key Personnel Role: Parliament News Distribution [REDACTED] [REDACTED]	Key Personnel Name: [REDACTED]	Contact Details: [REDACTED]
18. Procedures and Policies	N/A		
19. Special Terms	N/A		
20. Additional Insurance	N/A		
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: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>		



Appendix 1: Terms and Conditions

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

<https://www.gov.uk/government/publications/defra-terms-and-conditions-for-goods-and-services/standard-goods-and-services-terms-and-conditions-10000-to-50000>

Appendix 2: Specification/Description

Products include but are not limited to the following:

I Daily	New Statesman	Nature
Financial Times	Star	New Scientist
Telegraph	Economist	Country Life
Guardian	Farmers Guardian	Sun
Times	Farmers Weekly	London Review of Books
Mail	Fishing News	Private Eye
Express	Spectator	Horse & Hound
Mirror		

Volumes TBD but have been estimated in the supplier quote.

The newspapers/magazines are delivered to:

Home Office

2 Marsham Street

London

SW1P 4DF

- Deliveries are Mon-Thurs (except during recess)
- Deliveries are to be made by 6.15 am
- Delivery charges are included in the service charge which is to be clearly displayed on the invoice.
- All other arrangement and lead times to be discussed and agreed with the Authority.

Appendix 3: Charges

[illegible]

