Add EA Logo

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

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| 1. **Purchase Order Number** | To be confirmed | |
| 1. **Customer** | Environment Agency | |
| 1. **Contractor(s)** | TBC | |
| 1. **Defra Group Members** | The following Defra Group members will receive the benefit of the Deliverables:  N/A | |
| 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:** |
| **Services** | Appendix 2 – Specification  Date(s) of Delivery: 14/03/2025 |
| 1. **Start Date** | *06/01/2025* | |
| 1. **Expiry Date** | *14/09/2025* | |
| 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. **Invoices** | Invoices should be sent to SSCL by the supplier, APinvoices-ENV-U@gov.sscl.com  Invoices must quote a valid PO number otherwise it will be returned to the supplier.  The email size must not exceed 4mb  All files/invoices must be in PDF format attached directly to the email (No folders etc)  One PDF per invoice – all supporting documentation must be included within the single PDF. Do not attach additional/separate supporting documentation as a separate file  Multiple invoices can be attached to one email but each invoice must be in a separate PDF (with no additional supporting files as described above)  "PASSWORD PROTECTED" Files cannot be processed. | |
| 1. **Contractor’s Liability Cap (Clause 13.2.1)** | A sum equal to 5x contract value | |
| 1. **Customer’s Authorised Representative(s)** | For general liaison your contact will continue to be  Adam Chapman  [adam.chapman@environment-agency.gov.uk](mailto:adam.chapman@environment-agency.gov.uk)  07785 469 762  or, in their absence,  Andrea Robson  [andrea.robson@environment-agency.gov.uk](mailto:andrea.robson@environment-agency.gov.uk)  07909 906 746 | |
| 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 in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.  *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 every 2 weeks * The Contractor shall provide the Customer with progress reports every 2 weeks | |
| 1. **Address for notices** | |  |  | | --- | --- | | **Customer:** | **Contractor:** | | Environment Agency  Richard Fairclough House,  Knutsford Road,  Warrington,  WA4 1HT  Attention: Katherine Causer  Email: [katherine.causer@environment-agency.gov.uk](mailto:katherine.causer@environment-agency.gov.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:** | |  |  |  | | ***[Guidance note: List names of any Contractor Key Personnel required to deliver the Agreement, and their contact details – see clause 6 of the terms and conditions for further details]*** | | | |  |  |  | | |
| 1. **Procedures and Policies** | For the purposes of the Agreement: The Customer’s Staff Vetting Procedures are:The Customer requires the Contractor to ensure that any person employed in the Delivery of the Goods and/or Services has undertaken a disclosure and barring service check. | |
| 1. **Special Terms** | Special Term 1: Clause 13.4 in the Standard Conditions (and all references to that clause) shall, for the purposes of this Agreement, be deleted and not applicable. | |
| 1. **Additional Insurance** | ***N/A*** | |

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| Signed for and on behalf of the **Customer** | Signed for and on behalf of the **Contractor** |
| Name:  Katherine Causer  Programme Manager | 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 [Environment Agency Website](https://www.gov.uk/government/publications/environment-agency-terms-and-conditions-for-goods-and-services/standard-goods-and-services-terms-and-conditions-10000-to-50000) and which are called ‘Standard Goods & Services Terms and Conditions (EA)’

**Appendix 2: Specification/Description**

See Request for Quote.docx dated 13/11/2024

**Appendix 3: Charges**

[***Guidance note: Include a clear breakdown of the charges in as much detail as necessary***]