



Department
for Environment
Food & Rural Affairs

Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	To be confirmed	
2. Customer	The Secretary of State for Environment, Food and Rural Affairs, acting as part of the Crown	
3. Contractor(s)	<i>[Contractor's name, registered address (if registered), and registration number (if registered)]</i>	
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables: The Animal & Plant Health Agency ("APHA")	
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 checked="" type="checkbox"/> Services Only: <input type="checkbox"/> Good and Services: <input type="checkbox"/>
	Goods	Description: as set out in Appendix 2 – Specification / Description The Goods are to be Delivered in accordance with the following instructions: Delivery Address: APHA Carmarthen, Jobs Well Road, Carmarthen, SA31 3EZ Date of Delivery: Prior to 31 March 2025 Packaging Instructions: suitably packaged to ensure safe transit Additional Delivery Instructions: see section 6 of the specification of requirement. Warranty Period: minimum of 12 months from Delivery
	Services	None.
7. Start Date	<i>[Insert Day Month Year]</i>	
8. Expiry Date	31 March 2025	
9. 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.	
10. Payment	Payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice. Payment will only be made upon delivery of the Goods.	

11. Contractor's Liability Cap (Clause 13.2.1)	An amount equal to 10 times the value of the Contract.																	
12. Customer's Authorised Representative(s)	For general liaison your contact will continue to be <div>[Insert contract manager name and contact details]</div> or, in their absence, <div>[Insert secondary name and contact details]</div> .																	
13. Contractor's Authorised Representative	For general liaison your contact will continue to be <div>[Insert contract manager name and contact details]</div> or, in their absence, <div>[Insert secondary name and contact details]</div> .																	
14. 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.																	
15. Progress Meetings and Progress Reports	Not applicable.																	
16. Address for notices	<table><tr><td>Customer:</td><td colspan="2">Contractor:</td></tr><tr><td><div>[insert name and address of Customer]</div></td><td colspan="2"><div>[insert name and address of Contractor]</div></td></tr><tr><td>Attention: <div>[insert title]</div></td><td colspan="2">Attention: <div>[insert title]</div></td></tr><tr><td>Email: <div>[insert email address]</div></td><td colspan="2">Email: <div>[insert email address]</div></td></tr><tr><td colspan="3"><div>[Guidance note: See clause 20 of the terms and conditions for further details]</div></td></tr></table>			Customer:	Contractor:		<div>[insert name and address of Customer]</div>	<div>[insert name and address of Contractor]</div>		Attention: <div>[insert title]</div>	Attention: <div>[insert title]</div>		Email: <div>[insert email address]</div>	Email: <div>[insert email address]</div>		<div>[Guidance note: See clause 20 of the terms and conditions for further details]</div>		
Customer:	Contractor:																	
<div>[insert name and address of Customer]</div>	<div>[insert name and address of Contractor]</div>																	
Attention: <div>[insert title]</div>	Attention: <div>[insert title]</div>																	
Email: <div>[insert email address]</div>	Email: <div>[insert email address]</div>																	
<div>[Guidance note: See clause 20 of the terms and conditions for further details]</div>																		
17. Key Personnel of the Contractor	Key Personnel Role:	Key Personnel Name:	Contact Details:															
18. Procedures and Policies	Not applicable																	
19. Special Terms	Not applicable																	
20. Additional Insurance	Not applicable																	
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"/>																	

Signed for and on behalf of the Customer

Signed for and on behalf of the Contractor

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)'

Appendix 2: Specification/Description

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

Appendix 3: Charges

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

Appendix 4: Processing Personal Data

Not used.