Add NE Logo

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

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| 1. **Purchase Order Number** | **tbc** | |
| 1. **Customer** | Natural England | |
| 1. **Contractor(s)** | [**Insert** *Contractor’s name, registered address (if registered), and registration number (if registered),use Companies House* [*website*](https://find-and-update.company-information.service.gov.uk/) *to obtain or validate details of incorporated entities)]* | |
| 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** | n/a |
| **Services** | See Project Specification attached. |
| 1. **Start Date** | **15/04/2024** | |
| 1. **Expiry Date** | **15/11/2024** | |
| 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:  **Sarah Grinsted, m. 07827 232754, Sarah.Grinsted@naturalengland.org.uk**  or, in their absence,  **Kate Fagan, m. 07776 457111, Kate.Fagan@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. | |
| 1. **Progress Meetings and Progress Reports** | Start-up meeting only, prior to the fieldwork. | |
| 1. **Address for notices** | |  |  | | --- | --- | | **Customer:** | **Contractor:** | | Sarah Grinsted, Lead Adviser,  Evidence Services, Natural England  Attention: Dr. Sarah Grinsted  Email: Sarah.Grinsted@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:** | |  |  |  | | ***[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** | n/a | |
| 1. **Special Terms** | n/a | |
| 1. **Additional Insurance** | n/a | |
| 1. **Further Data Protection Provisions** | n/a | |

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

|  |  |
| --- | --- |
| 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**

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

**Appendix 3: Charges**

Please set out your pricing as a single price for each task, or broken down to give further detail e.g. to show the time allocated to each part of the project. Please indicate if VAT will be applied.

**Please provide 2 quotes, one for including use of high accuracy GPS and one without.**

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| |  | | --- | | **Activity** | | | **Daily rate exc VAT** | **Number of staff per day** | **Number of days per person** | **Total number of days** | **Total exc VAT** |
| **1.** | Complete risk assessment. |  |  |  |  |  |
| **2.** | Locating and flagging permanent markers. Install new feno markers if required. |  |  |  |  |  |
| **3.** | High Accuracy GPS. |  |  |  |  |  |
| **4.** | Vegetation survey, including photos of LTMN plots. |  |  |  |  |  |
| **5.** | Complete vegetation data input spreadsheet. |  |  |  |  |  |
| **6.** | Carry out quality assurance of data before submitting to Natural England. |  |  |  |  |  |
| **7.** | Analyse species data for each plot to provide NVC communities and add this to the spreadsheet. |  |  |  |  |  |
| **Total** | | | |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Activity** | | | **Daily rate exc VAT** | **Number of staff per day** | **Number of days per person** | **Total number of days** | **Total exc VAT** |
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| **Total** | | | |  |  |  |