

SCHEDULE 6

ORDER FORM

CONTRACT REFERENCE NUMBER: C29609

This Order is made by Secretary of State for Environment, Food and Rural Affairs, acting as part of the Crown on behalf of the Environment Agency (EA) (the “Customer”), pursuant to the terms of this Framework Agreement with Advanced Procurement for Universities and Colleges (AUPC) reference LAB 1029 AP (Mass Spectrometry and Chromatography Equipment).

It is agreed as follows:

1. GOODS TO BE SUPPLIED

- 1.1. The Supply of one Liquid Chromatograph Triple Quadrupole Mass Spectrometer (“LCQQQ”) and associated equipment as set out in the quotation within Annex 1 to this Order Form, referred hereafter to as the “Equipment”.

2. SCOPE OF SERVICES

- 2.1. The Contractor shall supply, install and provide a 12-month warranty period from the date on which the Equipment is accepted. For the purpose of this Order, the date of acceptance of the Equipment shall be the date on which the Customer has finished acceptance testing post installation of the Equipment by the Contractor and confirmed that the Equipment is operating as intended.

Delivery

- 2.2. The Equipment is to be Delivered Duty Paid to the below address:

Monitoring Laboratory Services (MLS)
Environment Agency
Starcross Laboratory
Staplake Mount
Starcross
Exeter
EX6 8FD

- 2.3. The onsite contact to arrange delivery is [REDACTED]
- 2.4. At least five (5) Working Days’ notice must be provided to the onsite contact prior to delivery and installation taking place. All deliveries shall be made within the Working Hours of 10am – 4pm Monday to Friday (excluding Public Holidays). Failure by the Contractor to provide the minimum notice for delivery, or attempting delivery outside of the hours stated above, will result in rejection of delivery, and re-delivery shall be at the expense of the Contractor.
- 2.5. The Contractor shall provide pallet numbers and the details of the consignment to the Customer’s onsite contact site prior to delivery i.e., the number of items that are palletised, including their dimensions, weight and the number of boxes within each pallet.

- 2.6. After installation, the Contractor must remove all packaging and recycle or reused packaging materials where possible.
- 2.7. The Contractor must deliver the Equipment to the Customer prior to 31 October 2025 as time is of the essence. The Equipment must be delivered prior to this date due to how the Customer’s capital budgets are allocated.

Installation

- 2.8. Following delivery, the Contractor shall fully install and commission the Equipment within five Working Days of the delivery date.

Training

- 2.9. The Contractor shall provide Agilent classroom training for the Customer’s relevant staff.
- 2.10. The Customer must book training with the Contractor by emailing [REDACTED] with the purchase order number and order confirmation number. Additionally, an introduction to the instrument shall be performed by the installing engineer, however no on-site training is included.

Safety Alerts

- 2.11. The Contractor shall ensure that the Customer is promptly and appropriately notified of any safety alerts, or other such similar communications, applicable to the Equipment, even after the expiry of this Contract.

Warranty

- 2.12. The Contractor shall provide a 12-month warranty period from acceptance of the Equipment. The Contractor shall promptly remedy any defects or issues identified during the 12-month warranty period at the Contractor’s cost.

2.13. **Out of Scope Goods/Services**

The following two pieces of equipment are not covered by the framework agreement: (i) InfinityLab PFC-free HPLC Conversion Kit with product code 5004-0006; and (ii) MassHunter WS SW for LC/TQ with product code M5930AA. The Contractor shall however, supply these out-of-scope goods on identical terms to the Goods supplied under the terms of the framework agreement.

2.14. **Key Personnel**

The following are the Key Personnel engaged:

Customer	Contractor
<div>[REDACTED]</div> <div>The Environment Agency Monitoring Laboratory Services (MLS) Starcross Laboratory, Staplake Mount Starcross</div>	<div>[REDACTED]</div> <div>Agilent Technologies LDA UK Ltd Lakeside 5500 Cheadle Royal Business Park Cheadle Cheshire 19808</div>

Exeter EX6 8FD	SK8 3GR

2.15. **Deliverables, Milestones and Acceptance Criteria**

The Equipment must be delivered prior to 31 October 2025. In order for the Equipment to be accepted by the Customer, the Equipment must be fully functional and operating as intended.

2.16. **Service Levels & Service Credits**

The following KPIs will be used to measure the Contractor's performance:

Category		Measure	Target
KPI 1	Service	Delivery (in full). To ensure that all orders placed in the period, are delivered in full	100%
KPI 2	Service	Delivery (on time). To ensure that all deliveries are made on time	100%
KPI 3	Quality	Products supplied meet agreed standards	100%
KPI 4	Service	Invoice Accuracy	100%

2.17. **Documentation**

On acceptance of this Order Form, the Customer will raise a Purchase Order (PO) for the Goods detailed in Annex 1. Following satisfactory delivery and installation (and training, where required by the Customer) of the Goods, the Contractor shall issue an invoice for the Purchase Order.

All invoices shall be sent, quoting a valid PO number to APinvoices-ENVU@gov.sscl.com. Alternatively, you may post invoices to:

For EA SSCL (Environment Agency)
PO Box 797
Newport
Gwent
NP10 8FZ

2.18. **Dependencies**

N/A

2.19. **Assumptions**

N/A

2.20. **Approved Sub-Contractors**

None

3. CHARGES

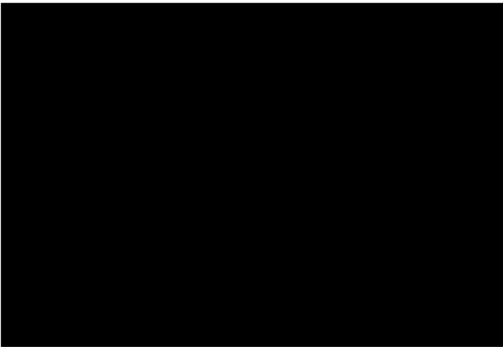

3.1. The price payable to the Contractor is inclusive of all shipping and delivery costs (see Annex 1). Upon full delivery and acceptance of the Equipment, the sum payable to the Contractor shall be **£302,284.40** (ex-VAT).

4. LIQUIDATED DAMAGES

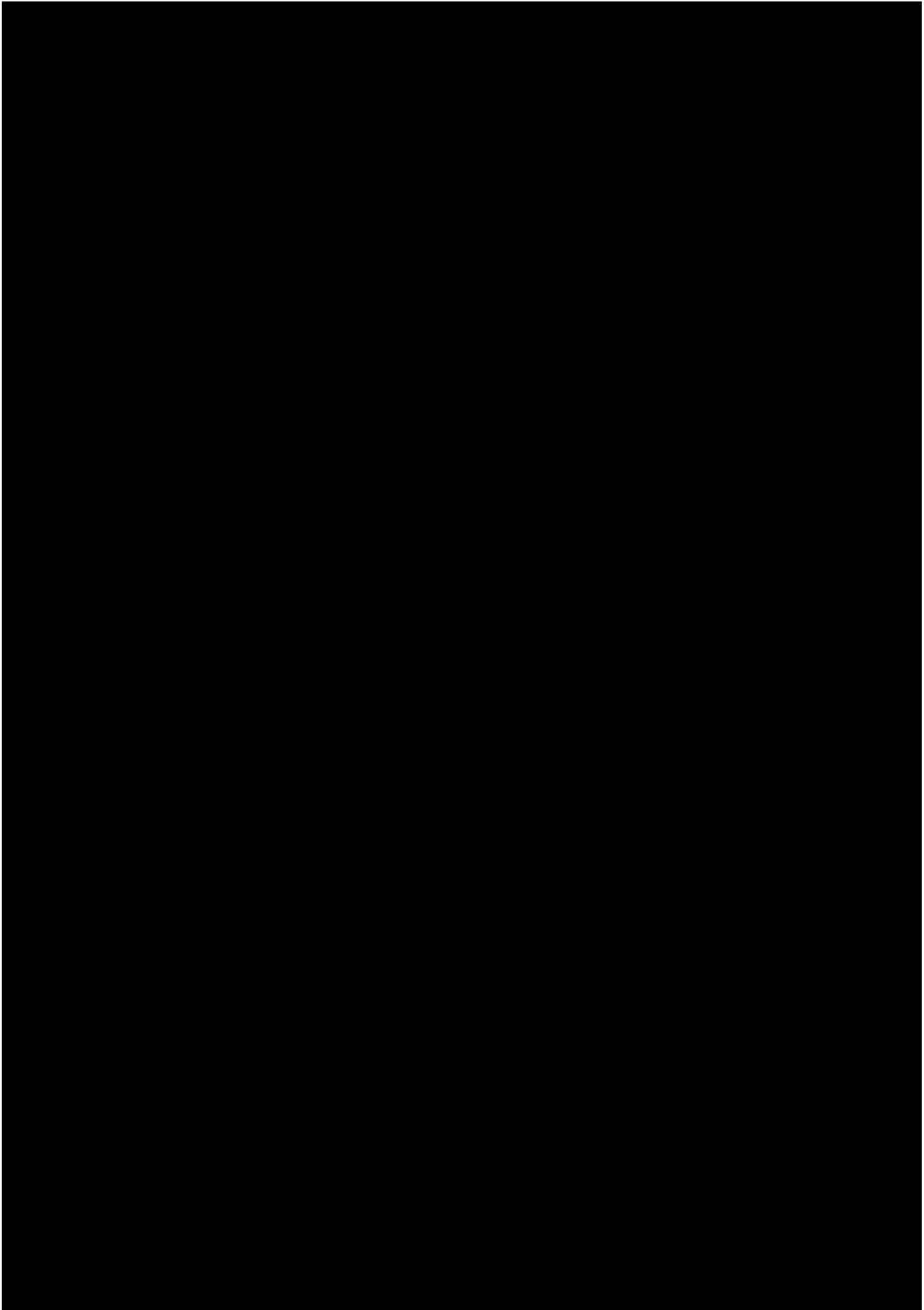
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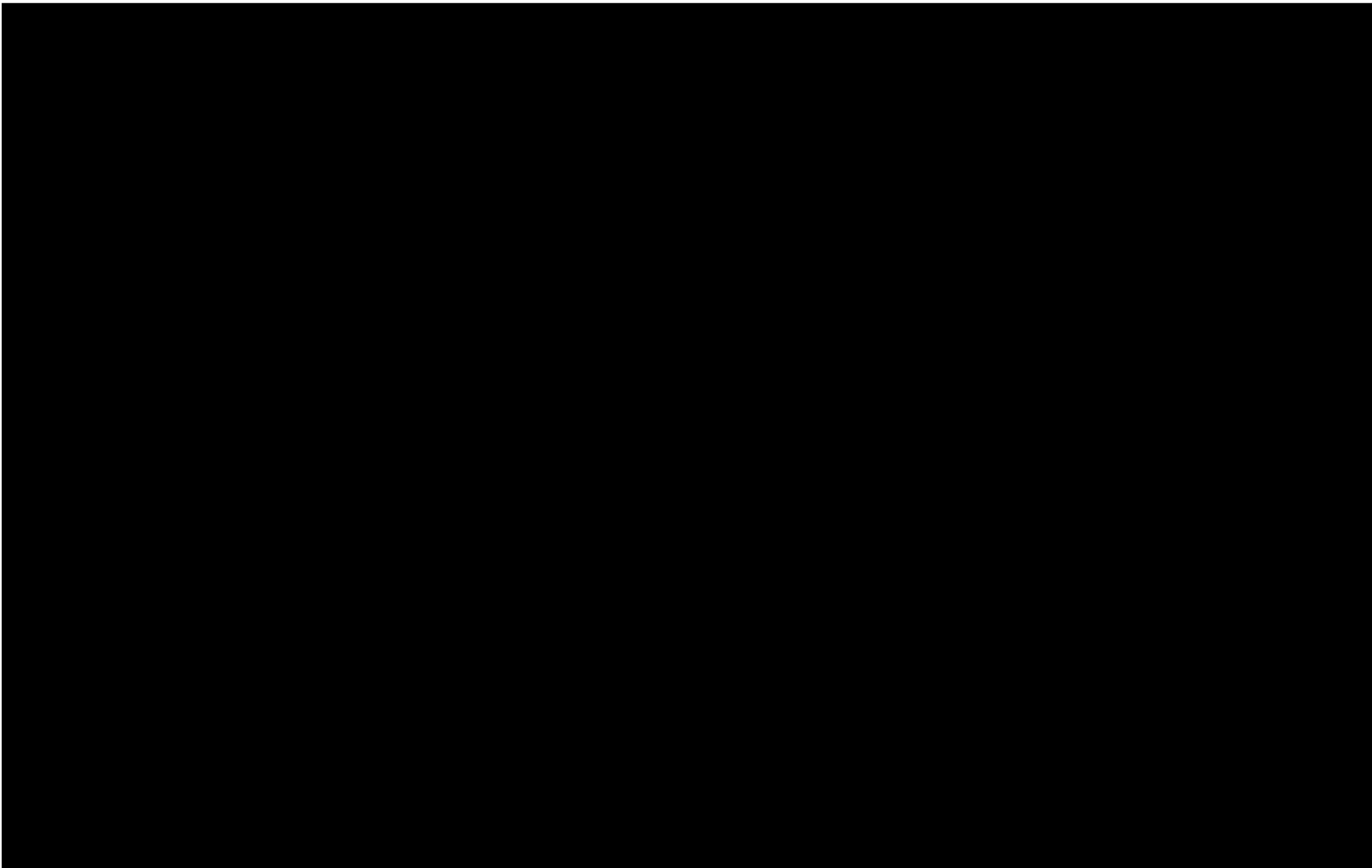
5. PERIOD

The Contract shall commence on 01 August 2025 (the “Commencement Date”) and be completed/expire 12 months after the Equipment has been accepted, expected to be around October 2026.

Signed on behalf of the Contractor:	
	
Signed on behalf of the Customer:	
	

Annex 1: The Contractor's Quotation





Total Net with Shipping and Handling: 302,284.40 GBP

