



Department  
for Environment  
Food & Rural Affairs

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

1. Purchase Order Number	[REDACTED]	
2. Customer	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	
3. Contractor(s)	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables:  [REDACTED] [REDACTED] [REDACTED]	
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"><li>a) this Order.</li><li>b) the terms and conditions at Appendix 1; and</li><li>c) the remaining Appendices (if any) in equal order of precedence.</li></ul>	
6. Deliverables	Applicable Deliverables	Goods Only: <input type="checkbox"/> Services Only: <input checked="" type="checkbox"/> Good and Services: <input type="checkbox"/>
	Services	See Appendix 2 for full job description service requirement.  Date(s) of Delivery: 1 <sup>st</sup> April 2025 until the 31 <sup>st</sup> of March 2026.
7. Start Date	1 <sup>st</sup> April 2025	
8. Expiry Date	31 <sup>st</sup> March 2026	

<b>9. Charges</b>	The Charges for the Services shall be as set out in Appendix 3. The Charges are fixed for the duration of the Agreement.	
<b>10. Payment</b>	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
<b>11. Contractor's Liability Cap (Clause 13.2.1)</b>	<div> <div></div> </div>	
<b>12. Customer's Authorised Representative(s)</b>	For general liaison your contact will continue to be: <div> <div></div> <div></div> </div>	
<b>13. Contractor's Authorised Representative</b>	For general liaison your contact will continue to be: <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
<b>14. Optional Intellectual Property Rights ("IPR") Clauses</b>	The Customer has chosen Option <b>B</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 to deliver the Agreement.	
<b>15. Progress Meetings and Progress Reports</b>	Not applicable	
<b>16. Address for notices</b>	<b>Customer:</b> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> Attention: <div></div> <div></div>	<b>Contractor:</b> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div></div> : <div></div> Email: <div></div>



## **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)'

[Redacted]

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]



[Redacted]

[Redacted]

[Redacted]

[Redacted]

#### Appendix 4: Processing Personal Data

<b>Contract:</b>	<b>[XXXX]</b>
<b>Date:</b>	<b>[XXXX]</b>
<b>Description of authorised processing</b>	<b>Details</b>
Identity of Controller and Processor for each category of Personal Data	
Subject matter of the processing	
Duration of the processing	
Nature and purposes of the processing	
Type of Personal Data	
Categories of Data Subject	
Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data	
Locations at which the Contractor and/or its subcontractors process Personal Data under this Agreement	
Protective Measures that the Contractor and, where applicable, its subcontractors have implemented to protect Personal Data processed under this Agreement against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach	