

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

1.	Purchase Order Number		
2. Customer			
3.	Contractor(s)		
4.	Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables:	
5.	The Agreement	This Order is part	of the Agreement and is subject to the terms and conditions
"	The Agreement	Referenced at Appendix 1 and shall come into effect on the Start Date.	
			t otherwise requires, capitalised expressions used in this Order have
		the same meaning	gs as in the terms and conditions.
		The following documents are incorporated into the Agreement. If there is any conflict, t following order of precedence applies (in descending order):	
		a)	this Order.
		b)	the terms and conditions at Appendix 1; and
		c)	the remaining Appendices (if any) in equal order of precedence.
6.	Deliverables	Applicable	
		Deliverables	Goods Only: □
			Services Only:
		Services	Good and Services: □
		Services	See Appendix 2 for full job description service requirement.
			Date(s) of Delivery: 1st April 2025 until the 31st of March 2026.
7.	Start Date	1 <sup>st</sup> April 2025	
8.	Expiry Date	31st March 2026	
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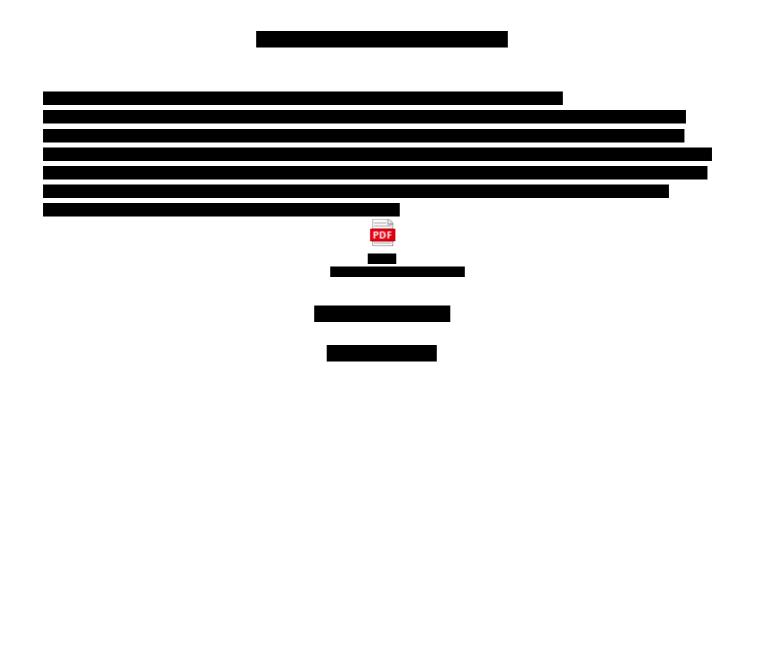
9. Charges	The Charges for the Services shall be as set out in Appendix 3. The Charges are fixed for the duration of the Agreement.
10. Payment	
11. Contractor's Liability Cap	
(Clause 13.2.1) 12. Customer's Authorised	For general liaison your contact will continue to be:
Representative(s)	Por general haison your contact will continue to be.
13. Contractor's Authorised Representative	For general liaison your contact will continue to be:
14. Optional Intellectual Property Rights ("IPR") Clauses	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.
15. Progress Meetings and Progress Reports	Not applicable
16. Address for notices	Customer:  Contractor:  Attention:  Email:

17. Key Personnel of the Contractor	Key Personnel Contact Details: Name:				
	See section 16				
18. Procedures and Policies	For the purposes of the Agreement:				
	The Customer's security / data security requirements are: GOV.UK				
	The Customer's additional sustainability requirements are: Procurement at Defra - Department for Environment, Food & Rural Affairs - GOV.UK				
	The Customer's equality and diversity policy/requirements and instructions related to equality Law [and] environmental policy [is/are] [Equality and diversity - Department for Environment, Food & Rural Affairs - GOV.UK				
	The Customer's health and safety policy is: [Health and Safety Executive - GOV.UK				
19. Special Terms	Special Term 1 – 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: □  No: ☑				

Signed for and on behalf of the Customer	Signed for and on behalf of the Contractor
Name:	Name:
Date:	Date:
Signature:	Signature:

## **Appendix 1: Terms and Conditions**

The Customer's Standard Good & Services Terms and Conditions which can be located on the <a href="Defra Website">Defra Website</a> and which are called 'Standard Goods & Services Terms and Conditions (Core Defra)'



## **Appendix 4: Processing Personal Data**

Contract:	[XXXX]
Date:	[XXXX]
Description of authorised processing	Details
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	