



Department  
for Environment  
Food & Rural Affairs

**ORDER FORM**

**FROM**

<b>Authority</b>	Defra on behalf of the Secretary of State for Environment, Food and Rural Affairs
<b>Address</b>	Defra group Commercial (DgC) Seacole Building, 2 Marsham Street, London SW1P 4DF
<b>DgC Contact</b>	[REDACTED] [REDACTED] [REDACTED]
<b>Framework reference</b>	UK SBS Framework Contract Reference RE 18339
<b>Call off reference</b>	P36170 - UK SBS Framework – Contract for the purchase of Laboratory Chemicals
<b>Order Date</b>	21 <sup>st</sup> June 2024

**TO**

<b>Contractor</b>	Scientific Laboratory Supplies Limited
<b>For attention of</b>	[REDACTED] [REDACTED] [REDACTED]
<b>Address</b>	Unit 6, Business Park, Fairham, Foresters Avenue, Nottingham NG11 2AF

## Definitions

For the purposes of the Order Form, unless the context otherwise requires, the following words shall have the meanings given to them below:

"APHA"	means Animal and Plant Health Agency;
"Authority"	means Department for Environment, Food and Rural Affairs;
"CMT"	means Contract Management Team;
"Customer"	means APHA;
"Contractor"	means the person named as Contractor providing the Goods;
"Goods"	means Laboratory Chemicals;
"KPIs"	means Key Performance Indicators;
"SOP"	means Single Operating Platform and is the title of the Customer's Purchasing System;
"UK SBS"	means UK Shared Business Services Limited.

### 1. OVERVIEW OF REQUIREMENTS

#### (1.1) Goods required:

APHA requires the supply of laboratory chemicals as agreed under the UK SBS Framework Reference RE18339.

This call off contract commences 1<sup>st</sup> July 2024 to 30<sup>th</sup> June 2025 with the option for up to a six (6) month extension.

This Order Form provides goods from the following Lots:

Sub Lot 5.1: Chemicals and Solvents – Duty Free products

Sub Lot 5.2 – Chemicals and Solvents – Duty Paid products

Lot 6 – Fine Chemicals

Lot 8 – Stable Isotopes

Lot 9 – Biological Buffers

#### (1.2) Start Date:

01/07/2024

#### (1.3) End Date:

30/06/2025

Please note, there is an option to extend for up to six (6) months.

## **2. PERFORMANCE OF THE SERVICES AND DELIVERABLES**

### **(2.1) Contractors key personnel to be involved in the supply of the Goods**

[REDACTED]  
[REDACTED]  
[REDACTED]

### **(2.2) Order volumes**

The Contractor shall provide a catalogue of products and pricing available under the associated Lots described in 1.1 in the required Basware catalogue format.

The catalogue will be uploaded to Basware, the Authority's e-Marketplace system, individual Purchase Orders will be placed on behalf of the Authority from multiple APHA locations (see 2.4), on an 'as used' basis.

### **(2.3) Delivery**

The Contractor shall ensure:

- the Goods are properly packed and secured in such manner as to enable them to reach their destination in good condition;
- each delivery of the Goods is accompanied by a delivery note which shows the date of Order, APHA Purchase Order number, the type and quantity of the Goods, special storage instructions (if any) and, if the Goods are being delivered by instalments, the outstanding balance of Goods remaining to be delivered.

The Contractor shall deliver the Goods:

- on the delivery date as specified on the individual APHA Purchase Order;
- delivery location as specified on the individual APHA Purchase Order (see 2.4);
- carriage paid except where an express delivery is requested where the Supplier shall be free to implement a capped £10.00 delivery charge.

Unless otherwise specified, or agreed beforehand, all Goods shall be delivered in accordance with the manufacturers' guidelines and terms stated within the UK SBS Framework Reference: RE18339.

### **(2.4) Location(s) at which the Goods are to be delivered:**

As specified on the individual APHA Purchase Order.

All APHA locations, as detailed on the APHA website:

<https://www.gov.uk/government/organisations/animal-and-plant-health-agency/about/access-and-opening>

### **(2.5) Call Off Monitoring Arrangements**

The APHA Contract Management team (CMT) will lead with the management of this call off contract. Where appropriate they will hold meetings where performance is reviewed and assessed against UK SBS Key Performance Indicators (KPIs) and risks / issues / actions are addressed.

## **3. PRICE AND PAYMENTS**

### **(3.1) Framework Pricing**

Pricing as agreed and approved by UK SBS Framework Reference: RE18339.

All pricing updates shall be provided by the Contractor in the required Basware catalogue format.

Payment shall be by BACS.

### **(3.2) Invoicing and Payment**

The Contractor shall issue separate invoices for individual Purchase Orders in arrears.

All invoices should be sent, quoting a valid purchase order number (PO Number), to: APHA – [apinvoices-aph-u@gov.sscl.com](mailto:apinvoices-aph-u@gov.sscl.com) or Shared Services Connected Limited, PO Box 793, Phoenix House, Celtic Springs Business Park, Newport, Gwent, NP10 8FZ.

Execution of the award of this Order Form is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The revised Contract is formed on the date on which both Parties communicate acceptance of its terms on the Authority's electronic contract management system ("Atamis").

Supplier Signature:

Authority Signature: