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

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| 1. **Purchase Order Number** | [**Insert** Customer's purchase order number – **To be confirmed** | |
| 1. **Customer** | Natural England  The Lizard NNR | |
| 1. **Contractor(s)** | **Insert** *Contractor’s name, registered address (if registered), and registration number (if registered), -* **To be confirmed** | |
| 1. **Defra Group Members** | The following Defra Group members will receive the benefit of the Deliverables: **NA** | |
| 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** | Description: as set out in Appendix 2 – Specification / Description  The Goods are to be Delivered in accordance with the following instructions:  Delivery Address:  **Gwenton Farm,**  **Cury Cross Lanes,**  **Helston,**  **Cornwall. TR12 7AZ**  Date of Delivery: **To be confirmed**  Additional Delivery Instructions: **Out of hours delivery of materials is permitted with supervision** |
| **Services** | Description: as set out in Appendix 2 – Specification / Description  To be performed at:  **Gwenton Farm,**  **Cury Cross Lanes,**  **Helston,**  **Cornwall. TR12 7AZ**  Date(s) of Delivery: T*o be confirmed*  To be performed on Monday to Friday 08:00 to 17:00 unless agreed with NNR staff. |
| 1. **Start Date** | **11th November 2024** | |
| 1. **Expiry Date** | **26th March 2025** | |
| 1. **Charges** | The Charges for the Goods and/or Services shall be as set out below – **Not applicable.** | |
| 1. **Payment** | Payments will be made to: To be agreed to – Payments will be made in pounds sterling via invoiced amounts.  ***The Lizard NNR***  ***Bochym Industrial Estate***  ***Cury Cross Lanes***  ***Helston***  ***Cornwall TR12 7AZ*** | |
| 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  Richard Glasson – richard.glasson@naturalengland.org.co.uk  Tel: 07789745657 | |
| 1. **Contractor’s Authorised Representative** | For general liaison your contact will continue to be  To be confirmed  or, in their absence,  To be confirmed. | |
| 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** | Not applicable | |
| 1. **Address for notices** | |  |  |  | | --- | --- | --- | | **Customer:** | **Contractor:** | | | **Mr Richard Glasson**  Attention: SENIOR ADVISER  Email: richard.glasson@naturalengland.org.uk | [**insert *name and address of Contractor To be confirmed*]**  Attention: **[insert *title – To be confirmed***]  Email: [**insert *email address – To be confirmed***] | | |  | | | |
| 1. **Key Personnel of the Contractor** | |  |  |  | | --- | --- | --- | | **Key Personnel Role:** | **Key Personnel Name:** | **Contact Details:** | |  |  |  | |  | | | | ***To be Confirmed*** | | | |  |  |  | | |
| 1. **Procedures and Policies** | For the purposes of the Agreement: The Customer’s Staff Vetting Procedures are:The Customer requires the Contractor to ensure that any person employed in the Delivery of the Goods and/or Services has undertaken a disclosure and barring service check. [The Customer’s security / data security requirements are: **N/A. No personal information is being shared**  [The Customer’s additional sustainability requirements are in line with: [DEFRA Group - Environment Management System](https://defra.sharepoint.com/sites/Community2271/Sustainability/Forms/AllItems.aspx?id=%2Fsites%2FCommunity2271%2FSustainability%2FEnvironmental%20Compliance%2FEMS%20Awareness%20FINAL%2Epdf&parent=%2Fsites%2FCommunity2271%2FSustainability%2FEnvironmental%20Compliance)  [The Customer’s equality and diversity policy/requirements and instructions related to equality Law [and] environmental policy is: **N/A. No personal information is being shared**  [The Customer’s health and safety policy is: [**Insert *details/contained in [*Insert *link to relevant policy***]. | |
| 1. **Special Terms** | Special Term 1 – NOT REQUIRED | |
| 1. **Additional Insurance** | Additional Insurance: **N/A** | |
| 1. **Further Data Protection Provisions** | The further data protection provisions contained within Annex 3 of the terms and conditions are applicable to this Agreement where indicated below:  **Yes:**  **No:** | |

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| --- | --- |
| Signed for and on behalf of the **Customer** | Signed for and on behalf of the **Contractor** |
| Name:  RICHARD GLASSON  Job Title:  SENIOR ADVISER | Name:  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**

The contract is in relation to refurbishment of 2-bedroom farmhouse dwelling (Gwenton Farmhouse) internal improvements only. A survey of the works has been conducted (1st March 2023 - “Residential Building Survey - Gwenton Farm Cury Cross Lanes Helston - PSD – 020323” to identify the internal works involved. Contractors will be required to ensure all necessary works are completed as shown in the document below titled “Residential Building Survey – Gwenton Farm”.



**Appendix 3: Processing Personal Data**

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| **[XXXX]** |
| **Contract:** |
| **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 |  |