



Department
for Environment
Food & Rural Affairs

Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	C29160 (Contract)	
2. Customer	[REDACTED]y APH Science Strategy and Planning [REDACTED] [REDACTED] [REDACTED] [REDACTED]	
3. Contractor(s)	Skillfluence Limited 54 Cook Street Glasgow G5 8JN	
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">a) this Order.b) the terms and conditions at Appendix 1; andc) the remaining Appendices (if any) in equal order of precedence.	
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 st April 2025 until the 31 st of March 2026.
7. Start Date	18 th of June 2025	
8. Expiry Date	30 th of October 2025	
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.	

<p>10. Payment</p>	<p>[REDACTED]</p>		
<p>11. Contractor's Liability Cap (Clause 13.2.1)</p>	<p>[REDACTED]</p>		
<p>12. Customer's Authorised Representative(s)</p>	<p>For general liaison your contact will continue to be:</p> <p>[REDACTED]</p> <p>[REDACTED]</p>		
<p>13. Contractor's Authorised Representative</p>	<p>For general liaison your contact will continue to be:</p> <p>Skillfluence Limited 54 Cook Street Glasgow G5 8JN</p> <p>FAO [REDACTED] Email: [REDACTED]</p>		
<p>14. Optional Intellectual Property Rights ("IPR") Clauses</p>	<p>The Customer has chosen Option B in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.</p> <p>Option B: Customer ownership of all New IPR with limited Contractor rights to all New IPR to deliver the Agreement.</p>		
<p>15. Progress Meetings and Progress Reports</p>	<p>Not applicable</p>		
<p>16. Address for notices</p>	<table border="0"> <tr> <td style="vertical-align: top;"> <p>Customer:</p> <p>[REDACTED]</p> <p>APH Science Strategy and Planning Woodham Lane Addlestone Weybridge Surrey KT15 3NB</p> <p>Attention: [REDACTED]</p> <p>Email: [REDACTED]</p> </td> <td style="vertical-align: top; padding-left: 20px;"> <p>Contractor:</p> <p>[REDACTED]</p> <p>Skillfluence Limited 54 Cook Street Glasgow G5 8JN</p> <p>Attention: [REDACTED]</p> <p>Email: [REDACTED]</p> </td> </tr> </table>	<p>Customer:</p> <p>[REDACTED]</p> <p>APH Science Strategy and Planning Woodham Lane Addlestone Weybridge Surrey KT15 3NB</p> <p>Attention: [REDACTED]</p> <p>Email: [REDACTED]</p>	<p>Contractor:</p> <p>[REDACTED]</p> <p>Skillfluence Limited 54 Cook Street Glasgow G5 8JN</p> <p>Attention: [REDACTED]</p> <p>Email: [REDACTED]</p>
<p>Customer:</p> <p>[REDACTED]</p> <p>APH Science Strategy and Planning Woodham Lane Addlestone Weybridge Surrey KT15 3NB</p> <p>Attention: [REDACTED]</p> <p>Email: [REDACTED]</p>	<p>Contractor:</p> <p>[REDACTED]</p> <p>Skillfluence Limited 54 Cook Street Glasgow G5 8JN</p> <p>Attention: [REDACTED]</p> <p>Email: [REDACTED]</p>		

17. Key Personnel of the Contractor	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Key Personnel Role:</td> <td style="width: 33%;">Key Personnel Name:</td> <td style="width: 34%;">Contact Details:</td> </tr> <tr> <td colspan="3" style="text-align: center;">See section 16</td> </tr> </table>	Key Personnel Role:	Key Personnel Name:	Contact Details:	See section 16		
Key Personnel Role:	Key Personnel Name:	Contact Details:					
See section 16							
18. Procedures and Policies	<p>For the purposes of the Agreement:</p> <p>The Customer's security / data security requirements are: GOV.UK</p> <p>The Customer's additional sustainability requirements are: Procurement at Defra - Department for Environment, Food & Rural Affairs - GOV.UK</p> <p>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</p> <p>The Customer's health and safety policy is: [Health and Safety Executive - GOV.UK</p>						
19. Special Terms	Special Term 1 – Not Applicable						
20. Additional Insurance	Not Applicable						
21. Further Data Protection Provisions	<p>The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:</p> <p>Yes: <input type="checkbox"/></p> <p>No: <input checked="" type="checkbox"/></p>						

[REDACTED]	[REDACTED]

Appendix 1: Terms and Conditions

[REDACTED]

[REDACTED]

[REDACTED]

Appendix 2: Specification/Description

[Redacted text block containing multiple lines of blacked-out content]

Appendix 3: Charges



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	

<p>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</p>	
---	--