



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) Woodham Lane, New Haw, Addlestone, Surrey KT15 3NB
<b>DGC Contact</b>	[REDACTED]
<b>Framework reference</b>	UK SBS Framework Contract Reference RE 21225
<b>Call off reference</b>	36180 - UK SBS Framework – Contract for the purchase of Laboratory Consumables
<b>Order Date</b>	23 <sup>rd</sup> May 2022

**TO**

<b>Contractor</b>	[REDACTED]
<b>For attention of</b>	[REDACTED]
<b>Address</b>	[REDACTED]

## 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 Consumables;
“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 consumables as agreed under the UK SBS Framework Reference RE21225.

The contract period will run from 27<sup>th</sup> May 2022 to 31<sup>st</sup> December 2023 with the potential for up to twenty-four (24) months extension.

This Order Form covers the following Lots:

#### **Lot 1: Plastics Major**

Sub Lot 1.1 – PCR (Multi-well plates, tubes, sealing film, strips and lid)

Sub Lot 1.2 – Spreaders and Loops

Petri Dishes

Reservoirs

Weigh Boats

#### **Lot 2: Tissue Culture**

Sub Lot 2.1 – Flasks

Tubes

Dishes

Multiwell Plates

Roller Bottles

Cell Scrappers and Lifters

Sub Lot 2.2 – Cell Culture Surfaces and Inserts

#### **Lot 3: Centrifuge Bottles, Tubes and Containers (Sterile and non-sterile)**

Sub Lot 3.1 – Centrifuge Bottles  
Centrifuge Tubes

Sub Lot 3.2 – Caps  
Tubes (including Micro Centrifuge Tubes)  
Containers  
Pots  
Cylinders – Plastic  
Vials (including Cryogenic Vials)  
Bottles  
Universals - Plastic

Sub Lot 3.3– Cling Film, Tin Foil, Para Film  
Autoclave Bags  
Tapes and Labels

**Lot 4: Filter Paper and Membrane**

Sub Lot 4.1 – Filter Paper  
Membranes (Nitrocellulose, PVDF and Nylon)  
Blotting Paper and Benchcote  
Filtration Units

Sub Lot 4.2 – Cartridges

**Lot 5: Histology and Microscopy Glassware**

Coverslips  
Slides  
Pens  
Mounting Medium  
Cassettes  
Blades (Scalpel, Microtome etc.)

**Lot 6: Laboratory Glassware and Bottles**

Beakers  
Measuring Cylinders  
Universals – Glass  
Bottles  
Caps  
Flask  
Pasteur Pipettes

**Lot 7: Storage Boxes and Racks**

Racks  
Storage Boxes  
Trays  
Tube Holders

**Lot 8: Syringes, Needles and Blood Collection**

Syringes

Needles

Vacutainers and Blood Collection Tube

**Lot 9: Disposable Pipettes and Tips**

Disposable Pipettes (including Aspirating Pipettes)

Tips

Pastettes

**(1.2) Start Date:**27<sup>th</sup> May 2022**(1.3) End Date:**31<sup>st</sup> December 2023

Please note, there is a possibility of extension for up to twenty-four (24) months.

**2. PERFORMANCE OF THE SERVICES AND DELIVERABLES****(2.1) Contractor's key personnel to be involved in the supply of the Goods****(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 format. The catalogue will be uploaded to the Authority's e-Marketplace system. Individual Purchase Orders will be placed on behalf of the Authority from multiple APHA locations, on an 'as used' basis.

**(2.3) Delivery**

Unless otherwise specified, or agreed beforehand, all Goods shall be delivered in accordance with the manufacturers' guidelines and to the timescales and terms stated within the UK SBS Framework Reference: RE21225.

**(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 on the management of this 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. DGC will attend review meetings if required by CMT.

For the avoidance of doubt, the services provided under the Order Form will be reported back to UK SBS to inform performance under Framework Reference: RE21225.

## **3. PRICE AND PAYMENTS**

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

Pricing as agreed and approved by UK SBS Framework Reference: RE21225.

Price reviews are held annually in accordance with the UK SBS terms and conditions, and price increases are not permitted outside of this timeframe.

All pricing updates shall be provided in the required e-Marketplace system format. This will be demonstrated as part of the e-Marketplace onboarding process, following approval of this Order Form.

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: accounts-payable.aph@gov.sscl.com or Shared Services Connected Limited, PO Box 790, Phoenix House, Celtic Springs Business Park, Newport, Gwent, NP10 8F

Acceptance of the award of this Order Form will be made by electronic signature carried out in accordance with the 1999 EU Directive 99/93 (Community framework for electronic signatures) and the UK Electronic Communications Act 2000.

Acceptance of the offer comprised in this Order Form must be made **within seven (7) days** from the date of this award and the agreement is formed on the date on which the Contractor communicates acceptance on the Authority's electronic contract management system ("**Bravo**").

No other form of acknowledgement will be accepted.