Add NE Logo

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

|  |  |  |
| --- | --- | --- |
| 1. **Purchase Order Number** | *TBC* | |
| 1. **Customer** | Natural England, Foss House, Kings Pool, 1-2 Peasholme Green, York, Y01 7PX | |
| 1. **Contractor(s)** | *TBC* | |
| 1. **Defra Group Members** | The following Defra Group members will receive the benefit of the Deliverables:  Natural England | |
| 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 below  The Goods are to be Delivered in accordance with the following instructions:  Delivery Address: [karen.purvis@naturalengland.org.uk](mailto:karen.purvis@naturalengland.org.uk), 07789 653830.  Date of Delivery: 31/12/2024  Packaging Instructions: *N/A*  Additional Delivery Instructions: *by 5pm*  Warranty Period: **N/A** |
| **Services** | None |
| 1. **Start Date** | *09/08/2024* | |
| 1. **Expiry Date** | *31/12/2024* | |
| 1. **Charges** | The Charges for the Goods and/or Services shall be as set out in Appendix 3 – Charges. The Charges are fixed for the duration of the Agreement. | |
| 1. **Payment** | Payments will be made to: *TBC* | |
| 1. **Contractor’s Liability Cap (Clause 13.2.1)** | £5,000,000. | |
| 1. **Customer’s Authorised Representative(s)** | For general liaison your contact will continue to be  Karen Purvis  or, in their absence,  [anna.docherty@naturalengland.org.uk](mailto:anna.docherty@naturalengland.org.uk) | |
| 1. **Contractor’s Authorised Representative** | For general liaison your contact will continue to be  *TBC*  or, in their absence,  *TBC* | |
| 1. **Optional Intellectual Property Rights (“IPR”) Clauses** | The Customer has chosen Option B in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions. | |
| 1. **Progress Meetings and Progress Reports** | The Contractor shall provide the Customer with progress reports every month. | |
| 1. **Address for notices** | |  |  | | --- | --- | | **Customer:** | **Contractor:** *TBC* | | Natural England  Attention: Karen Purvis  Email: APinvoices-NEG-U@gov.sscl.com. | [**insert *name and address of Contractor*]**  Attention: **[insert *title***]  Email: [**insert *email address***] | |  | | |
| 1. **Key Personnel of the Contractor** | |  |  |  | | --- | --- | --- | | **Key Personnel Role:**  *TBC* | **Key Personnel Name:** *TBC* | **Contact Details:** *TBC* | |  |  |  | |  |  |  | | |
| 1. **Procedures and Policies** | For the purposes of the Agreement: The Customer’s Staff Vetting Procedures are: *contained in [Natural England terms and conditions for goods and services.](https://www.gov.uk/government/publications/natural-england-terms-and-conditions-for-goods-and-services/standard-goods-and-services-terms-and-conditions-10000-to-50000)* The Customer’s security / data security requirements are: *contained in the specification of requirements in the RFQ document and in* [*Natural England terms and conditions for goods and services.*](https://www.gov.uk/government/publications/natural-england-terms-and-conditions-for-goods-and-services/standard-goods-and-services-terms-and-conditions-10000-to-50000)  The Customer’s additional sustainability requirements are: *contained in the specification of requirements in the RFQ document and in* [*Natural England terms and conditions for goods and services.*](https://www.gov.uk/government/publications/natural-england-terms-and-conditions-for-goods-and-services/standard-goods-and-services-terms-and-conditions-10000-to-50000)  The Customer’s equality and diversity policy/requirements and instructions related to equality Law and environmental policy are: *contained in the specification of requirements in the RFQ document and in [Natural England terms and conditions for goods and services.](https://www.gov.uk/government/publications/natural-england-terms-and-conditions-for-goods-and-services/standard-goods-and-services-terms-and-conditions-10000-to-50000)*  The Customer’s health and safety policy is: *contained in the specification of requirements in the RFQ document and in* [*Natural England terms and conditions for goods and services.*](https://www.gov.uk/government/publications/natural-england-terms-and-conditions-for-goods-and-services/standard-goods-and-services-terms-and-conditions-10000-to-50000) | |
| 1. **Special Terms** | N/A | |
| 1. **Additional Insurance** | N/A | |
| 1. **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:  [**Insert** name]  [**Insert** job title] | Name:  [**Insert** name]  [**Insert** 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://www.gov.uk/government/organisations/natural-england/about/procurement) and which are called ‘Standard Goods & Services Terms and Conditions’

**Appendix 2: Specification/Description**

**Appendix 3: Charges**

**Appendix 4: Processing Personal Data**

|  |  |
| --- | --- |
|  |  |
| **[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 |  |