



Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	TBC	
2. Customer	Natural England	
3. Contractor(s)	TBC	
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables: Goods/services	
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; and c) the remaining Appendices (if any) in equal order of precedence. 	
6. Deliverables	Applicable Deliverables	<p>Goods Only: <input type="checkbox"/></p> <p>Services Only: <input type="checkbox"/></p> <p>Good and Services: <input checked="" type="checkbox"/></p>
	Goods	<p>Undertake an invertebrate survey report to assess the current state of the invertebrate assemblages as specified in Appendix 2 – Specification</p> <p>Delivery Address: Survey report to be emailed to amelia.welch@naturalengland.org.uk contact number 07585998823</p> <p>Date of Delivery: Full report due by 1/12/24</p>
	Services	<p>Undertake an invertebrate survey to assess the current state of the invertebrate assemblages as specified in Appendix 2 – Specification</p> <p>The survey is to be carried out at Teesmouth and Cleveland Coast SSSI. (including whether they are at the Customer's premises, the contractors premises and/or a third party's premises and in each case the address)</p> <p>Dates of Delivery: 2/05/24 – 1/12/24</p>
7. Start Date	02.05.2024	
8. Expiry Date	01.12.2024	
9. Charges	The Charges for the Goods and/or Services shall be as set out below in the pricing specification in [Appendix 3 – Charges]. The Charges are fixed for the duration of the Agreement.	
10. Payment	Suppliers should email invoices to APinvoices-NEG-U@gov.sscl.com or post them to:	

	<p>Shared Services Connected Limited Natural England PO Box 793 Newport NP10 8FZ</p> <p>Payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice.</p> <p>Please ensure that the Purchase Order number is included on the invoice.</p>								
11. Contractor's Liability Cap (Clause 13.2.1)	A sum equal to £5,000,000.								
12. Customer's Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>Anna Docherty</p> <p>anna.docherty@naturalengland.org.uk</p> <p>or, in their absence,</p> <p>Amelia Welch</p> <p>Amelia.welch@naturalengland.org.uk</p>								
13. Contractor's Authorised Representative	<p>For general liaison your contact will continue to be</p> <p>TBC</p> <p>or, in their absence,</p> <p>[Insert secondary name and contact details].</p>								
14. Optional Intellectual Property Rights ("IPR") Clauses	<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 reflects a more standard position on ownership of IPRs and should be considered the default option. This should be used where the Customer should retain ownership of any New IPR and ensure that the Contractor cannot use it outside of Agreement delivery.</p>								
15. Progress Meetings and Progress Reports	Fortnightly updates during the first month then monthly updates thereafter, an e-mail summary of work progress should be sent to the project officer monthly.								
16. Address for notices	<table><tr><td>Customer:</td><td>Contractor: TBC</td></tr><tr><td>Lancaster House, Hampshire Ct, Newcastle upon Tyne NE4 7YH</td><td>[insert name and address of Contractor]</td></tr><tr><td>Attention: Anna Docherty</td><td>Attention: [insert title]</td></tr><tr><td>Email: anna.docherty@naturalengland.org.uk</td><td>Email: [insert email address]</td></tr></table>	Customer:	Contractor: TBC	Lancaster House, Hampshire Ct, Newcastle upon Tyne NE4 7YH	[insert name and address of Contractor]	Attention: Anna Docherty	Attention: [insert title]	Email: anna.docherty@naturalengland.org.uk	Email: [insert email address]
Customer:	Contractor: TBC								
Lancaster House, Hampshire Ct, Newcastle upon Tyne NE4 7YH	[insert name and address of Contractor]								
Attention: Anna Docherty	Attention: [insert title]								
Email: anna.docherty@naturalengland.org.uk	Email: [insert email address]								
17. Key Personnel of the Contractor	<table><tr><td>Key Personnel Role: TBC</td><td>Key Personnel Name:</td><td>Contact Details:</td></tr><tr><td colspan="3">[Guidance note: List names of any Contractor Key Personnel required to deliver the Agreement, and their contact details – see clause 6 of the terms and conditions for further details]</td></tr></table>	Key Personnel Role: TBC	Key Personnel Name:	Contact Details:	[Guidance note: List names of any Contractor Key Personnel required to deliver the Agreement, and their contact details – see clause 6 of the terms and conditions for further details]				
Key Personnel Role: TBC	Key Personnel Name:	Contact Details:							
[Guidance note: List names of any Contractor Key Personnel required to deliver the Agreement, and their contact details – see clause 6 of the terms and conditions for further details]									
18. Procedures and Policies	No additional procedures and policies other than Natural England's best practice								
19. Special Terms	NA								
20. Additional Insurance	<ul style="list-style-type: none">Employers Liability Compulsory Insurance								

	<ul style="list-style-type: none"> • Public Liability Insurance – provide description of level taken out. • Professional Indemnity Insurance – provide description of level taken out.
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 checked="" type="checkbox"/></p> <p>No: <input type="checkbox"/></p>

Signed for and on behalf of the Customer	Signed for and on behalf of the Contractor
<p>Name:</p> <p>[Insert name]</p> <p>[Insert job title]</p>	<p>Name:</p> <p>[Insert name]</p> <p>[Insert job title]</p>
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](#) and which are called 'Standard Goods & Services Terms and Conditions'

Appendix 2: Specification/Description

Please see: Teesmouth Invert spec - LIT 63283 - Guided Buying_Specification

Appendix 3: Charges

Item of work/task	Grade of Staff	Day Rate	Number of days	Total Cost
Project management meetings				
Pre-survey reconnaissance				
Surveys				
Collation and analysis of results				
Reporting (both reports)				
Other costs including materials / equipment				
T&S				
Total excl. VAT				

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	
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	