



Department
for Environment
Food & Rural Affairs

Standard Contract for Goods and/or Services - Order Form
C24498 British Woodland Survey 2025

1. Purchase Order Number	To be provided to Sylva Foundation by [REDACTED], Contract Manager, within 10 working days of the Contract being signed.	
2. Customer	The Secretary of State for Environment, Food and Rural Affairs, acting as part of the Crown, [REDACTED]	
3. Contractor(s)	Sylva Foundation, [REDACTED]	
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables: [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"/>
	Goods	None.
	Services	As set out in Appendix 2 [REDACTED] To be performed at the Contractors premises at Sylva Foundation, [REDACTED] Date(s) of Delivery: 30 April 2024 – 30 November 2025
7. Start Date	30 April 2024	
8. Expiry Date	30 November 2025 Extension option: in respect of Services at paragraph 2.3 of Annex 2 of the Terms and Conditions, Defra has the option to extend the Agreement by a further period of up to 6-months.	
9. Charges	The Charges for the Services are as set out below. The Charges are fixed for the duration of the Agreement.	

10. Payment	<table><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>																		
11. Contractor's Liability Cap (Clause 13.2.1)																			
12. Customer's Authorised Representative(s)	For general liaison your contact will continue to be or, in their absence, 																		
13. Contractor's Authorised Representative	For general liaison your contact will continue to be or, in their absence, 																		
14. Optional Intellectual Property Rights ("IPR") Clauses																			
15. Progress Meetings and Progress Reports	As set out in Appendix 2																		

16. Address notices for	Customer: <div style="background-color: black; height: 20px; width: 100%;"></div> <div style="background-color: black; height: 20px; width: 100%;"></div> <div style="background-color: black; height: 20px; width: 100%;"></div>		Contractor: <div style="background-color: black; height: 20px; width: 100%;"></div> <div style="background-color: black; height: 20px; width: 100%;"></div> <div style="background-color: black; height: 20px; width: 100%;"></div>	
17. Key Personnel of the Contractor	Key Personnel Role: <div style="background-color: black; height: 20px; width: 100%;"></div>	Key Personnel Name: <div style="background-color: black; height: 20px; width: 100%;"></div>	Contact Details: <div style="background-color: black; height: 20px; width: 100%;"></div>	
18. Procedures and Policies	<p>For the purposes of the Agreement:</p> <p>The Customer's research open access policy can be found at: https://www.gov.uk/government/publications/research-at-defra-open-access-policy-for-publications/research-at-defra-open-access-policy-for-publications#:~:text=The%20Defra%20group%20open%20access%20publication%20policy%20('open%20access%20policy,of%20research%20through%20greater%20transparency.</p> <p>The Customer's sustainability policy can be found at: https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs/about/procurement#sustainable-procurement</p> <p>The Customer's equality and diversity policy can be found at: https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs/about/equality-and-diversity</p>			
19. Special Terms	None.			
20. Additional Insurance	Not applicable.			
21. Further Protection Provisions Data	<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>			

Appendix 1. Terms and Conditions

The Customer's Standard Good & Services Terms and Conditions which can be located on the [Defra Website](#) and which are called [Standard Goods & Services Terms and Conditions \(Core Defra\)](#).

Appendix 2. [REDACTED]

[REDACTED]

[REDACTED] [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Appendix 3. Charges – Not used. See Section 9. Charges.

Appendix 4. Processing Personal Data template - for information only in case of need for future use

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	

