



Department  
for Environment  
Food & Rural Affairs

# Conditions of Contract Short Form Enhanced

Contract [REDACTED] International Specialist Courier Service for APHA

●  
**Department  
for Environment  
Food & Rural Affairs**

CryoPdP Couriers



Attn: [Redacted]

Date: [Redacted]  
Our ref: C [Redacted]

Dear [Redacted]

**Supply of International Specialist Courier Services for APHA**

Following your proposal for the supply of International Specialist Courier Services to APHA, we are pleased confirm our intention to award this contract to you.

The attached contract details ("**Order Form**"), contract conditions and the Annexes set out the terms of the contract for the provision of the deliverables set out in the Order Form.

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the deliverables. Please confirm your acceptance of the Conditions by accepting the Order Form in the Atamis contracting system within 7 days from the date of this letter, which will create a binding contract between us. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

We will then arrange for the Order Form to be countersigned so that you have a signed copy of the Order Form for your records.

Yours faithfully,










# Order Form

1. Contract Reference	
2. Date	
3. Authority	Defra on behalf of APHA [Redacted]
4. Supplier	CryoPdP Couriers [Redacted]
4a. Supplier Account Details	
5. The Contract	<p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions ("<b>Conditions</b>") and any <i>[Annex/ Annexes]</i>.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any inconsistency between the provisions of the Order Form, the Conditions and the Annexes, the inconsistency shall be resolved by giving precedence in the following order:</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

<b>6. Deliverables</b>	<b>Goods</b>	Supply of dry ice
	<b>Services</b>	Provision of specialist courier services. To include the transport of hazardous and refrigerated samples.  To be performed at various addresses in the UK and rest of world
<b>7. Specification</b>	The specification of the Deliverables is as set out in [REDACTED]	
<b>8. Term</b>	<p>The Term shall commence on 01/04/2023 (the <b>Start Date</b>)</p> <p>and the Expiry Date shall be <b>31/03/2024</b>, unless it is otherwise terminated in accordance with the terms and conditions of the Contract.</p>	
<b>9. Charges</b>	The Charges for the Deliverables shall be as set out in [REDACTED]	

<p>10. Payment</p>	<p>The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order Number (PO Number), to:</p> <div data-bbox="408 293 847 336" style="background-color: black; height: 19px; width: 275px;"></div> <div data-bbox="408 367 783 631" style="background-color: black; height: 118px; width: 235px;"></div> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant with Annex 3 Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment please contact the Authority's Authorised Representative(s).</p>	
<p>11. Authority Authorised Representative(s)</p>	<p>For general liaison your contact will continue to be</p> <div data-bbox="408 1162 464 1184" style="background-color: black; height: 10px; width: 35px;"></div> <p>For contractual liaison, your contact will continue to be</p>	
<p>12. Address for notices</p>	<p>Authority:</p> <p>APHA</p> <div data-bbox="392 1568 588 1767" style="background-color: black; height: 89px; width: 123px;"></div> <p>Attention:</p> <p>Email</p>	<p>Supplier:</p> <p>CryoPdP Couriers</p> <div data-bbox="911 1545 1211 1702" style="background-color: black; height: 70px; width: 188px;"></div> <p>Attention:-</p> <p>Email: <div data-bbox="1007 1879 1286 1919" style="background-color: black; height: 18px; width: 175px;"></div></p>

<b>13. Key Personnel</b>	<div style="text-align: right; margin-bottom: 10px;">  </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Authority:</b>     </div> <div style="width: 45%;"> <b>Supplier:</b>   </div> </div>	
<b>14. Procedures and Policies</b>	<p>For the avoidance of doubt, if other policies of the Authority are referenced in the Conditions and Annexes, those policies will also apply to the Contract on the basis described therein.</p> <p>The Authority may require the Supplier to ensure that any person employed in the delivery of the Deliverables has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that they have a conviction that is relevant to the nature of the Contract, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (each such conviction a "Relevant Conviction"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Deliverables.</p>	
<b>15. Limitation of Liabilities</b>	<p>Commensurate with the identified risk and cost of restitution</p>	
<b>16. Insurance</b>	<p>The Supplier shall hold as a minimum, the following insurance cover from the start date for the duration of the Contract in accordance with this Order Form</p> <p>Employers Liability insurance with cover (for a single event or multiple with an aggregate of not less than £)</p> <p>any other insurance that is relevant to the nature of this contract, to take in to account the hazardous and specialist nature of this contract.</p>	
Signed for and on behalf of the <b>Supplier</b>		Signed for and on behalf of the <b>Authority</b>

Name: [Insert name]  Insert [ job title]	Name: <div></div> <div></div> <div></div>
Date:  Signature:	Date:  Signature: