

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

1. Purchase Order Number		
2. Customer	Natural England	
3. Contractor(s)	Fourleaf	
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables: N/A	
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"> <li>a) this Order;</li> <li>b) the terms and conditions at Appendix 1; and</li> <li>c) the remaining Appendices (if any) in equal order of precedence.</li> </ul>	
6. Deliverables	Applicable Deliverables	<b>Goods Only:</b> <input type="checkbox"/> <b>Services Only:</b> <input checked="" type="checkbox"/> <b>Good and Services:</b> <input type="checkbox"/>
	Goods	None
	Services	As per RFQ specification
7. Start Date	11/10/24	
8. Expiry Date	28/02/25	
9. Charges	The Charges for the Goods and/or Services shall be as set out. The Charges are fixed for the duration of the Agreement.	
10. Payment	Payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice.	
11. Contractor's Liability Cap	A sum equal to £5,000,000	

(Clause 13.2.1)	
12. Customer's Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>[REDACTED]</p> <p>or, in their absence,</p> <p>[REDACTED]</p>
13. Contractor's Authorised Representative	<p>For general liaison your contact will continue to be</p> <p>[REDACTED]</p> <p>or, in their absence,</p> <p>[REDACTED]</p>
14. Optional Intellectual Property Rights ("IPR") Clauses	The Customer has chosen Option <b>B</b> in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.
15. Progress Meetings and Progress Reports	Agreed with Contractor
16. Address for notices	<p><b>Customer:</b></p> <p><b>Customer:</b></p> <p>[REDACTED]</p>
17. Key Personnel of the Contractor	<p><b>Key Personnel Role:</b>      <b>Key Personnel Name:</b>      <b>Contact Details:</b></p> <p>[REDACTED]</p>
18. Procedures and Policies	<p>For the purposes of the Agreement:</p> <p>N/A</p>
19. Special Terms	N/A
20. Additional Insurance	
21. Further Data Protection	<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><b>Yes:</b> <input type="checkbox"/></p> <p><b>No:</b> <input checked="" type="checkbox"/></p>

Provisions	
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Signed for and on behalf of the <b>Customer</b>	Signed for and on behalf of the <b>Contractor</b>
Name: <div></div>	Name: <div></div>
Date: 11/12/2024	Date:10/12/2024
Signature: <div></div>	Signature: <div></div>

## **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**

### **Appendix 3: Charges**

#### Appendix 4: Processing Personal Data

<b>Contract:</b>	<b>[XXXX]</b>
<b>Date:</b>	<b>[XXXX]</b>
<b>Description of authorised processing</b>	<b>Details</b>
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	