Add EA Logo

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

|  |  |  |
| --- | --- | --- |
| 1. **Purchase Order Number** | tbc | |
| 1. **Customer** | Michael Kehinde  Environment Agency  Alchemy House, Bessemer Road  Welwyn Garden City  Hertfordshire AL7 1HE | |
| 1. **Contractor(s)** | tbc | |
| 1. **Defra Group Members** | The following Defra Group members will receive the benefit of the Deliverables:  Michael Kehinde  Senior Advisor  E and B-Water-WQ&I-Groundwater  Environment Agency  Email: michael.kehinde@environment-agency.gov.uk | |
| 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):  a) this Order;  b) the terms and conditions at Appendix 1; and  c) the remaining Appendices (if any) in equal order of precedence. | |
| 1. **Deliverables** | **Applicable Deliverables** | **Goods Only:**  **Services Only:**  **Good and Services:** |
| **Services** | Title of Project: Geoscience Training Programme with tbc  See Appendix 2 for background and specification |
|  | 22 July 2025 to 31 March 2030 |
| 1. **Start Date** | 22 July 2025 | |
| 1. **Expiry Date** | 31 March 2030 | |
| 1. **Charges** | The charges for the services shall be as set out in Appendix 3. The charges are fixed for the duration of the agreement. | |
| 1. **Payment** | Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), Accounts-Payable (apinvoices-env-u@gov.sscl.com). Within 10 working days of receipt of your countersigned copy of this letter, we will send you a unique PO Number.  You must be in receipt of a valid PO Number before submitting an invoice. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e. Contract Manager).  Noncompliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment, please contact our Accounts Payable section on apinvoices-env-u@gov.sscl.com | |
| 1. **Contractor’s Liability Cap (Clause 13.2.1)** | tbc | |
| 1. **Customer’s Authorised Representative(s)** | For general liaison your contact will continue to be  Michael Kehinde  Environment Agency  Alchemy House NW of Bessemer Road  Welwyn Garden City  Hertfordshire AL7 1HE  Email: michael.kehinde@environment-agency.gov.uk | |
| 1. **Contractor’s Authorised Representative** | For general liaison your contact will continue to be  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.  Option B: Customer ownership of all New IPR with limited Contractor rights to all New IPR in order to deliver the Agreement. | |
| 1. **Progress Meetings and Progress Reports** | |  |  | | --- | --- | | See Appendix 2 and as agreed with the Contract Manager |  | |  |  | |  | | |
| 1. **Address for notices** | |  | | --- | | Customer:  Michael Kehinde  Environment Agency  Alchemy, Bessemer Road  Welwyn Garden City  Hertfordshire AL7 1HE  Email: [michael.kehinde@environment-agency.gov.uk](mailto:michael.kehinde@environment-agency.gov.uk) | | Contractor:  tbc | |  | | |
| 1. **Key Personnel of the Contractor** | Key Personnel Role: Key Personnel Name: Contact Details:  As per Section 16 | |
| 1. **Procedures and Policies** | For the purposes of the Agreement:  The Customer’s Staff Vetting Procedures are: Government baseline personnel security standard - GOV.UK  The Customer’s security / data security requirements are: Procurement at Defra - Department for Environment, Food & Rural Affairs - GOV.UK  The Customer’s additional sustainability requirements are: Procurement at EA - Environment Agency - GOV.UK  The Customer’s equality and diversity policy/requirements and instructions related to equality Law [and] environmental policy [is/are] Equality and diversity - Environment Agency - GOV.UK  The Customer’s health and safety policy is: Health and Safety Executive - GOV.UK | |
| 1. **Special Terms** | Special Term 1 – 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 [Environment Agency Website](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fenvironment-agency%2Fabout%2Fprocurement%23conditions-of-contract&data=05%7C01%7Cdaniel.lavender%40dlapiper.com%7Ce61b389c5e15470f278e08dbcc060e37%7Ce855e7acc54640d299f7a100522010f9%7C1%7C0%7C638328098969691096%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=unzkH5WPQYjTjWw3SjQNZshbWnx2ajnZZ0TwQcK7Wxo%3D&reserved=0) and which are called ‘Standard Goods & Services Terms and Conditions (EA)’

**Appendix 2: Specification/Description**

As detailed in the Request for Quotation

**Appendix 3: Charges**

As detailed in the Request for Quotation

**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 |  |