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

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| 1. **Purchase Order Number** | [**Insert** Customer's purchase order number | |
| 1. **Customer** | **Office Address Woodwalton Fen NNR**  **Heights Drove Road, Huntingdon, Cambridgeshire PE26 2RS, United Kingdom**  **Martin Parsons 07502 597311** | |
| 1. **Contractor(s)** | [**Insert** *Contractor’s name, registered address (if registered), and registration number (if registered)]* | |
| 1. **Defra Group Members** | Natural England | |
| 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):   1. this Order; 2. the terms and conditions at Appendix 1; and 3. the remaining Appendices (if any) in equal order of precedence. | |
| 1. **Deliverables** | **Applicable Deliverables** | **Goods Only:**  **Services Only:**  **Good and Services:** |
| **Goods** | [Insert Description: as set out [below] OR [in Appendix 2 – Specification / Description]  The Goods are to be Delivered in accordance with the following instructions:  Delivery Address:  Work on Darlows Farm  **Office Heights Drove Road, Huntingdon, Cambridgeshire PE26 2RS, United Kingdom**  Date of Delivery: [**Insert *date(s) of delivery – including whether the Goods will be delivered in instalments****]*  Packaging Instructions: *[****Insert packaging instructions and/or details of the Customer’s environmental policy, see section 18 of the Order and clause 16.2.9 of the terms and conditions****]*  Additional Delivery Instructions: *[****Insert any additional instructions,******including time of Delivery if to be made outside of normal business hours****]]*  Warranty Period: **[*Insert warranty period e.g.*** [[12] months from Delivery][a period of [12] months from putting the Goods into intended service, or [18] months from Delivery, whichever is the less]**]** |
| **Services** | [Insert Description: as set out [below] OR [in Appendix 2 – Specification / Description]  *[*To be performed at ***[*Insert *description of premises (including whether they are the Customer’s premises, the Contractor’s premises and/or a third party’s premises and in each case the address****)].]*  Date(s) of Delivery: *[****Insert date(s) or the period of Delivery****]*  [To be performed on [***Insert any details about days Services are to be performed, for example, if these are to be delivered only on certain days of the week rather than for the whole week***] |
| 1. **Start Date** | *September 2025* | |
| 1. **Expiry Date** | *[31st Jan 2026* | |
| 1. **Charges** | The Charges for the Goods and/or Services shall be as set out [below ***[insert details]*** / in [Appendix 3 – Charges]]. The Charges are fixed for the duration of the Agreement. | |
| 1. **Payment** | Payments will be made to Natural England | |
| 1. **Contractor’s Liability Cap (Clause 13.2.1)** | £5 Million | |
| 1. **Customer’s Authorised Representative(s)** | For general liaison your contact will continue to  Martin.parsons@naturalengland.org.uk  07502597311  or, in their absence,  caroline.noble@naturalengland.org.uk | |
| 1. **Contractor’s Authorised Representative** | For general liaison your contact will continue to be  [**Insert *contract manager name and contact details***]  or, in their absence,  [**Insert *secondary name and contact details***]. | |
| 1. **Optional Intellectual Property Rights (“IPR”) Clauses** | ***Option B*** | |
| 1. **Progress Meetings and Progress Reports** | The Contractor shall attend initial on site with the Customer and follow up site meetings as required. | |
| 1. **Address for notices** | |  |  | | --- | --- | | **Customer:**  **Woodwalton Fen NNR**  **Heights Drove Road, Huntingdon, Cambridgeshire PE26 2RS, United Kingdom** | **Contractor:** | | Attention: [**insert *title***]  Email: Martin.parsons@naturalengland.org.uk | [**insert *name and address of Contractor*]**  Attention: **[insert *title***]  Email: [**insert *email address***] | | ***[*** | | |
| 1. **Key Personnel of the Contractor** | |  |  |  | | --- | --- | --- | | **Key Personnel Role:** | **Key Personnel Name:** | **Contact Details:** | |  |  |  | | |
| 1. **Procedures and Policies** |  | |
| 1. **Special Terms** | Special Term 1 - ***[Insert terms to revise or supplement the terms and conditions, or enter ‘N/A’ and delete the extra rows below for example but not exhaustive:***   * ***longer extension period;*** * ***time being of the essence for delivery]*** | |
| 1. **Additional Insurance** | N/A | |
| 1. **Further Data Protection Provisions** | No special terms | |

|  |  |
| --- | --- |
| 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 [Natural England Website](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fnatural-england%2Fabout%2Fprocurement&data=05%7C01%7Cdaniel.lavender%40dlapiper.com%7Ce61b389c5e15470f278e08dbcc060e37%7Ce855e7acc54640d299f7a100522010f9%7C1%7C0%7C638328098969691096%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ymInFtzabvMF3T9or361i03D%2B4kyuzgt8T5CzJeS7Gc%3D&reserved=0) and which are called ‘Standard Goods & Services Terms and Conditions’

**Appendix 2: Specification/Description**

**Appendix 3: Charges**

**Appendix 4: Processing Personal Data**

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|  |  |
| **[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 |  |