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

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| 1. **Purchase Order Number** | TBC | |
| 1. **Customer** | Natural England, Foss House, Kings Pool, 1-2 Peasholme Green, York  YO1 7PXUnited Kingdom | |
| 1. **Contractor(s)** | TBC | |
| 1. **Defra Group Members** | The following Defra Group members will receive the benefit of the Deliverables:  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:** |
| **Services** | As set out in Appendix 2 – Specification / Description  To be performed at ***the Contractor’s premises, details TBC***  Date(s) of Delivery: 8th September 2025 – 6th March 2026 |
| 1. **Start Date** | *8th September 2025* | |
| 1. **Expiry Date** | *6th March 2026* | |
| 1. **Charges** | The Charges for the Goods and/or Services shall be as set out in Appendix 3 – Charges. The Charges are fixed for the duration of the Agreement. | |
| 1. **Payment** | Payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice.  The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number (to be generated and provided on award).  Supplier may choose to invoice 60% of total cost following supply of physico-chemical data (February 2026) and 40% on completion of contract, or a single invoice on completion of contract. | |
| 1. **Contractor’s Liability Cap (Clause 13.2.1)** | A sum equal to £5,000,000. | |
| 1. **Customer’s Authorised Representative(s)** | For general liaison your contact will continue to be  Matthew Shepherd, [matthew.shepherd@naturalengland.org.uk](mailto:matthew.shepherd@naturalengland.org.uk), mobile: 07866 680786  or, in their absence,  Victoria Sloan, [victoria.sloan@naturalengland.org.uk](mailto:victoria.sloan@naturalengland.org.uk), mobile: 07385 968538 | |
| 1. **Contractor’s Authorised Representative** | For general liaison your contact will continue to be  **[*name and contact details TBC*]**  or, in their absence,  [***secondary name and contact details TBC***]. | |
| 1. **Optional Intellectual Property Rights (“IPR”) Clauses** | The Customer has chosen Option **B(Default Option)** in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions. | |
| 1. **Progress Meetings and Progress Reports** | Not applicable | |
| 1. **Address for notices** | |  |  | | --- | --- | | **Customer:** | **Contractor:** | | Matthew Shepherd  Natural England  Sterling House  Dix’s Field  Exeter  EX1 1QA  (address will be  updated October 2025)  Victoria Sloan  Natural England  Horizon House  Deanery Road  Bristol  BS1 5AH  Attention: Dr Matthew Shepherd, Dr Victoria Sloan  Email: [matthew.shepherd@naturalengland.org.uk](mailto:matthew.shepherd@naturalengland.org.uk),  [victoria.sloan@naturalengland.org.uk](mailto:victoria.sloan@naturalengland.org.uk) | [***name and address of Contracto TBCr*]**  Attention: **[*title TBC***]  Email: [***email address TBC***] | |  | | |
| 1. **Key Personnel of the Contractor** | |  |  |  | | --- | --- | --- | | **Key Personnel Role:** | **Key Personnel Name:** | **Contact Details:** | |  |  |  | | ***TBC if applicable*** | | | |  |  |  | | |
| 1. **Procedures and Policies** | For the purposes of the Agreement:  The Customer’s requirements in relation to data security, sustainability, equality and diversity, environmental policy and health and safety policy are described in the Request for Quotation (Annex 2). | |
| 1. **Special Terms** | ***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:** | |

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| --- | --- |
| 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**

To be completed, comprising Request for Quotation with any variations (according to request) highlighted,

and Contractors Response

**Appendix 3: Charges**

To be completed from contractor information

**Appendix 4: Processing Personal Data – N/A for this Order**

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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 |  |