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

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| 1. **Purchase Order Number** | Customer's purchase order number: to be confirmed | |
| 1. **Customer** | Customer’s name and address:  **Natural England**  **The Lizard NNR**  **Bochym Industrial Estate**  **Cury Cross Lanes**  **Helston. TR12 7AZ** | |
| 1. **Contractor(s)** | *Contractor’s name, registered address (if registered), and registration number (if registered)* | |
| 1. **Defra Group Members** | The following Defra Group members will receive the benefit of the Deliverables: N/A | |
| 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** | Description: Refer to RFQ – Description in separate Document.  The Goods are to be Delivered in accordance with the following instructions:  Delivery Address:  The Lizard National Nature Reserve - Mullion Cliffs to Predannack Cliffs  Bochym Industrial Estate  Cury Cross Lanes  Helston. TR12 7AZ  Tel: Richard Glasson - 07789745657  Date of Delivery: To be confirmed  Additional Delivery Instructions: Call Richard Glasson above to arrange delivery of materials to site locations at all times. |
| **Services** | Description: Refer to RFQ – Specification / Description  To be performed at:  **Gwenton Farm,**  **Cury Cross Lanes,**  **Helston,**  **Cornwall. TR12 7AZ**  Date(s) of Delivery: To be confirmed |
| 1. **Start Date** | ***To be agreed with successful contractor. – Early October 2025.*** | |
| 1. **Expiry Date** | **26th March 2026** | |
| 1. **Charges** | The Charges for the Goods and/or Services shall be as set out below:  **To be agreed.** | |
| 1. **Payment** | Payments will be made to: To be agreed to – Payments will be made in pounds sterling via invoiced amounts to.  **The Lizard NNR**  **Bochym Industrial Estate**  **Cury Cross Lanes**  **Helston**  **Cornwall TR12 7AZ** | |
| 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  **Richard Glasson** – [richard.glasson@naturalengland.org.co.uk](mailto:richard.glasson@naturalengland.org.co.uk)  **Tel: 07789745657** | |
| 1. **Contractor’s Authorised Representative** | For general liaison your contact will continue to be  **To be confirmed**  or, in their absence,  **To be confirmed** | |
| 1. **Optional Intellectual Property Rights (“IPR”) Clauses** | **Not Applicable** | |
| 1. **Progress Meetings and Progress Reports** | **Not Applicable** | |
| 1. **Address for notices** | |  |  |  | | --- | --- | --- | |  |  | | | **Customer:** | **Contractor: TBC** | | | **Mr Richard Glasson**  **Attention: SENIOR ADVISER**  **Email:** [**richard.glasson@naturalengland.org.uk**](mailto:richard.glasson@naturalengland.org.uk) | **Attention:**  **Email:** | | |  |  | | |  |  | | |  | | |  |  | | |  | | |
| 1. **Key Personnel of the Contractor** | |  |  |  | | --- | --- | --- | | **Key Personnel Role:** | **Key Personnel Name:** | **Contact Details:** | |  |  |  | |  | | | |  |  |  | | |
| 1. **Procedures and Policies** | The Customer’s Staff Vetting Procedures are:*The Customer requires the Contractor to ensure that any person employed in the Delivery of the Goods and/or Services has undertaken a disclosure and barring service check.* The Customer’s additional sustainability requirements are in line with: [DEFRA Group - Environment Management System](https://defra.sharepoint.com/sites/Community2271/Sustainability/Forms/AllItems.aspx?id=%2Fsites%2FCommunity2271%2FSustainability%2FEnvironmental%20Compliance%2FEMS%20Awareness%20FINAL%2Epdf&parent=%2Fsites%2FCommunity2271%2FSustainability%2FEnvironmental%20Compliance)  The Customer’s additional sustainability requirements are: N/A – No personal information is being shared.  The Customer’s health and safety policy is: Contained on file. | |
| 1. **Special Terms** | Special Term 1 – NOT REQUIRED | |
| 1. **Additional Insurance** | NOT APPLICABLE | |
| 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:  Richard Glasson  Senior Reserve Manager | 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**

[***Guidance note: Tender specification and Contractor’s tender response to be included here (if applicable)***]

**Appendix 3: Charges**

[***Guidance note: Include a clear breakdown of the charges in as much detail as necessary***]

**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 |  |