Add NE Logo

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

|  |  |  |
| --- | --- | --- |
| 1. **Purchase Order Number** | [**Insert** Customer's purchase order number *to be confirmed* | |
| 1. **Customer** | Natural England, 4th Floor, Foss House, Kings Pool, 1-2 Peasholme Green, York YO1 7PX | |
| 1. **Contractor(s)** | [**Insert** *Contractor’s name, registered address (if registered), and registration number (if registered), to be confirmed* | |
| 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:** |
| **Goods** | ***none*** |
| **Services** | Description: as in Appendix 2 – Specification  To be performed at L*ampert Moss SSSI*  Date(s) of Delivery: |
| 1. **Start Date** | *25 April 2025* | |
| 1. **Expiry Date** | *31 Jan 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 Supplier shall submit at invoice upon satisfactory delivery completion of all the works. Invoices must quote a valid Purchase Order number and the project reference **LIFE WADER Project** **LIFE20NAT/UK/000277**.  Invoices to be sent electronically to the Authority at the following address:  [APinvoices-NEG-U@gov.sscl.com](mailto:APinvoices-NEG-U@gov.sscl.com)  Or by post to:  Shared Services Connected Ltd (SSCL)  Natural England  P O Box 783  Newport  Gwent  NP10 8FZ | |
| 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  **Amelia Welch**  [**Amelia.welch@naturalengland.org.uk**](mailto:Amelia.welch@naturalengland.org.uk)      **or, in their absence,**    **Anna Docherty**  [**Anna.docherty@naturalengland.org.uk**](mailto:Anna.docherty@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** | 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** | * The Contractor shall attend an inception meeting with the Customer before the start of works * The Contractor shall provide the Customer with progress reports every week | |
| 1. **Address for notices** | |  |  | | --- | --- | | **Customer:** | **Contractor:** | | Natural England of,  4th Floor, Foss House,  Kings Pool,  1-2 Peasholme Green,  York  YO1 7PX  Attention: Amelia Welch  Email: Amelia.welch@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:** | | tbc |  |  | |  | | | |  |  |  | | |
| 1. **Procedures and Policies** | For the purposes of the Agreement:  The Customer’s sustainability and health and safety requirements are contained in the specification at Appendix 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:** | |

|  |  |
| --- | --- |
| Signed for and on behalf of the **Customer** | Signed for and on behalf of the **Contractor** |
| Name:  Amelia Welch  Higher Officer | Name:  [**Insert** name]  [**Insert** job title] |
| Date: 02.04.2025 | 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**

***Tender specification and Contractor’s tender response to be included here***

**Appendix 3: Charges**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item of work/task** | **Grade of Staff** | **Day Rate** | **Number of days** | **Total Cost** |
| **Project management meetings** |  |  |  |  |
| **Pre-survey reconnaissance** |  |  |  |  |
| **Surveys** |  |  |  |  |
| **Collation and analysis of results** |  |  |  |  |
| **Reporting (both reports)** |  |  |  |  |
| **Other costs including materials / equipment** |  |  |  |  |
| **T&S** |  |  |  |  |
| **Total excl. VAT** |  |  |  |  |