



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

1. Purchase Number	Order	<b>To be Confirmed</b>
2. Customer	Natural England	
3. Contractor(s)	<b>Insert Contractor's name, registered address (if registered), and registration number (if registered).</b>	
4. Defra Group Members	<p>The following Defra Group members will receive the benefit of the Deliverables:</p> <p>Natural England</p>	
5. The Agreement	<p>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.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.</p> <p>The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):</p> <ul style="list-style-type: none"> <li>c) this Order;</li> <li>c) the terms and conditions at Appendix 1; and</li> <li>c) the remaining Appendices (if any) in equal order of precedence.</li> </ul>	
6. Deliverables	Applicable Deliverables	<b>Goods Only:</b> <input checked="" type="checkbox"/> <b>Services Only:</b> <input type="checkbox"/> <b>Good and Services:</b> <input type="checkbox"/>
	Goods	<p><b>Description in Appendix 2 – Specification / Description</b></p> <p>The Goods are to be Delivered in accordance with the following instructions:</p> <p>Delivery Address: <i>To be confirmed</i></p> <p>Date of Delivery: <i>To be confirmed</i></p>

	<p>Packaging Instructions: <i>To be confirmed</i></p> <p>Additional Delivery Instructions: <i>To be delivered between 8.00am and 17.00am Mon - Friday</i></p> <p>Warranty Period: <b>[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]]</b></p>
<b>Services</b>	<b>None.</b>
<b>7. Start Date</b>	19/09/2025
<b>8. Expiry Date</b>	03/10/2025
<b>9. Charges</b>	The Charges for the Goods and/or Services shall be as set out <b>[below [insert details] / in [Appendix 3 – Charges]]</b> . The Charges are fixed for the duration of the Agreement.
<b>10. Payment</b>	Payments will be made to using a purchase order using the details provided by the supplier on submission of a compliant invoice.
<b>11. Contractor's Liability Cap (Clause 13.2.1)</b>	A sum equal to £5,000,000
<b>12. Customer's Authorised Representative(s)</b>	<p>For general liaison your contact will continue to be</p> <p>Chris Macfarlane, monitoring.innovation@naturalengland.org.uk</p> <p>or, in their absence,</p> <p>Debbie Leatherland, monitoring.innovation@naturalengland.org.uk</p>
<b>13. Contractor's Authorised Representative</b>	<p>For general liaison your contact will continue to be</p> <p><b>[Insert contract manager name and contact details]</b></p> <p>or, in their absence,</p> <p><b>[Insert secondary name and contact details]</b>.</p>
<b>14. Optional Intellectual Property Rights ("IPR") Clauses</b>	The Customer has chosen Option B in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.
<b>15. Progress Meetings and Progress Reports</b>	Not applicable
<b>16. Address for notices</b>	<p><b>Customer:</b></p> <p>Natural England Eastbrook, Shaftesbury Road,</p> <p><b>Contractor:</b></p> <p><b>[insert name and address of Contractor]</b></p>

	<p>Cambridge, CB2 8DR</p> <p>Attention: Dr Chris Macfarlane</p> <p>Email: monitoring.innovation@naturalengland.org.uk</p> <p>Attention: <b>[insert title]</b></p> <p>Email: <b>[insert email address]</b></p>						
<b>17. Key Personnel of the Contractor</b>	<table border="1"> <thead> <tr> <th>Key Personnel Role:</th> <th>Key Personnel Name:</th> <th>Contact Details:</th> </tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td></tr> </tbody> </table>	Key Personnel Role:	Key Personnel Name:	Contact Details:			
Key Personnel Role:	Key Personnel Name:	Contact Details:					
<b>18. Procedures and Policies</b>	<p>For the purposes of the Agreement:</p> <p>The Customer's Staff Vetting Procedures are contained in the RFQ.</p> <p>The Customer's security / data security requirements are contained in the RFQ.</p> <p>The Customer's additional sustainability requirements are contained in the RFQ.</p> <p>The Customer's equality and diversity policy/requirements, and instructions related to equality Law and environmental policy are contained in the RFQ.</p> <p>The Customer's health and safety policy is contained in the RFQ.</p>						
<b>19. Special Terms</b>	N/A						
<b>20. Additional Insurance</b>	N/A						
<b>21. Further Data Protection Provisions</b>	<p>The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:</p> <p><b>Yes:</b> <input type="checkbox"/></p> <p><b>No:</b> <input checked="" type="checkbox"/></p>						

Signed for and on behalf of the <b>Customer</b>	Signed for and on behalf of the <b>Contractor</b>
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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](#) and which are called 'Standard Goods & Services Terms and Conditions'

### Appendix 2: Specification/Description

### Appendix 3: Charges

### Appendix 4: Processing Personal Data

Contract:	[XXXX]
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	