Add NE Logo

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

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| --- | --- |
| 1. **Purchase Order Number**
 | To Be Confirmed  |
| 1. **Customer**
 | Barbara SilvaNatural England Foss house, Kings Pool,1-2 Peasholme green, York,YO1 7PX |
| 1. **Contractor(s)**
 | 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:**[x]  |
| **Services** | In Appendix 2 – Specification / DescriptionTo be performed at ***the Contractor’s premises and/or a third party’s premises and in each case the address****).*Date(s) of Delivery: 15/10/2025 - 29/03/2026 |
| 1. **Start Date**
 | *20/10/2025*  |
| 1. **Expiry Date**
 | *29/03/2026* |
| 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.*** |
| 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 Barbara SilvaBarbara.Silva@naturalengland.org.ukor, in their absence, Jonathan LarwoodJonathan.Larwood@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** 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 progress meetings with the Customer every month.
* The Contractor shall provide the Customer with progress reports every month.
 |
| 1. **Address for notices**
 |

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| --- | --- |
| **Customer:** | **Contractor:** |
| Barbara SilvaNatural England, Foss House, Kings Pool, 1-2 Peasholme Green, York, YO1 7PXAttention: DrEmail: Barbara.silva@naturalengland.org.uk | [**insert *name******and address of Contractor*]**Attention: **[insert *title***]Email: [**insert *email address***] |
|  |

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| 1. **Key Personnel of the Contractor**
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|  |  |  |
| --- | --- | --- |
| **Key Personnel Role:** | **Key Personnel Name:** | **Contact Details:** |
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| 1. **Special Terms**
 | None |
| 1. **Additional Insurance**
 | None |
| 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:**[x]  |

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

**Project Aims**

This project will further develop and use a novel engagement tool to provide new opportunities to engage communities with geodiversity and the protected sites in their localities. It will also illustrate and support a deeper understanding of the roots of our communities and landscapes, why settlements established where they have and their local environment shaped the way it is within the context of PSS.

**Project Logistics:**

It is anticipated that this project will start on October 20th, 2025 and would need to be completed by 29th March 2026. NE staff can facilitate with contacts within the selected areas and its partners to help identify suitable sites. Regular project meetings with a small steering group should also be scheduled to support delivery and report on progress.

**Project Outputs:**

This project will create animations based upon a selection of geodiverse sites and stories relevant to PSS and these should be accessible to a wide range of audiences. At the start up meeting, storyboards will be presented by NE outlining the study areas and the potential stories around which the animations can be based.

1. Create 4-5 short animations of approx 2 - 4 minutes in length. These must be accessible in style with subtitles.
	1. Each animation will be subject to a maximum of 2 rounds of feedback and edits as required by the project manager
2. Use these to create short 30 sec animations for use on social media platforms with distinct scripts. These must be accessible in style with subtitles.
	1. Each animation will be subject to a maximum of 2 rounds of feedback and edits as required by the project manager
3. Translate these into (up to) 3 key languages significant to the site area
4. Collaborate with NE to produce and roll out a communication strategy
5. Produce a short report in the NE house style (details of which will be supplied once the project commences) evaluating the experience and learnings, providing advice and guidance for future work in this area.
6. All files to be backed up for a minimum of 12 months & the client is to be contacted prior to any deletion

**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 |  |