

Framework Schedule 6 Order Form Template and Call-Off Schedules

Order Form

CALL-OFF REFERENCE: **C29173**

THE BUYER: **Department for Environment, Food & Rural Affairs (Defra)** acting as part of the Crown (the Buyer).

BUYER ADDRESS Seacole Building, 2 Marsham Street, London, SW1P 4DF

THE SUPPLIER: **INSIGHT DIRECT (UK) LTD**

SUPPLIER ADDRESS: 1st Floor St Paul's Place, 121 Norfolk Street, Sheffield, S1 2JF, United Kingdom

REGISTRATION NUMBER: 02579852

DUNS NUMBER: 76-938-7739

SID4GOV ID: Not known

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 02/06/2025. It's issued under the Framework Contract with the reference number RM6098 for the provision of Technology Products & Associated Service 2.

CALL-OFF LOT(S):

Lot 1 Hardware and Software and Associated Services

CALL-OFF INCORPORATED TERMS

This is a Bronze Contract.

The following documents are incorporated into this Call-Off Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) RM6098
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6098
 - Joint Schedule 2 Variation Form
 - Joint Schedule 3 Insurance Requirements
 - Joint Schedule 4 Commercially Sensitive Information
 - Joint Schedule 6 Key Subcontractors
 - Joint Schedule 10 Rectification Plan
 - Joint Schedule 11 Processing Data
 - Joint Schedule 12 Supply Chain Visibility
 - Call-Off Schedules for RM6098
 - Call-Off Schedule 1 Transparency Reports
 - Call-Off Schedule 2 Transfer
 - Call-Off Schedule 5 Pricing Details
 - Call-Off Schedule 6 ICT Services
 - Call-Off Schedule 7 Key Supplier Staff
 - Call-Off Schedule 8 Business Continuity and Disaster Recovery
 - Call-Off Schedule 9 Security
 - Call-Off Schedule 10 Exit Management
 - Call-Off Schedule 15 Call-Off Contract Management
 - Call-Off Schedule 20 Call-Off Specification
5. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form
6. Joint Schedule 5 (Corporate Social Responsibility) RM6098

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF SPECIAL TERMS

None

CALL-OFF START DATE: **01/07/2025**

CALL-OFF EXPIRY DATE: **31/12/2026**

CALL-OFF INITIAL PERIOD: **18 Months**

CALL-OFF DELIVERABLES

Option B: See details in Call-Off Schedule 20 Call-Off Specification

LOCATION FOR DELIVERY

Online training module content. This content is to be made available online, accessible from internet device as appropriate.

Virtual Reality Headsets: Headsets are expected to be located at the following sites:

- Phase 1
- Phase 2
- Phase 3

However, headsets can be located at any location, at the discretion of the Buyer, to meet its own business requirements.

DATES FOR DELIVERY

Milestone Date	Description
Jul 2025	Phase 0 – Mobilisation Agree Approach Set up hardware, software and facilities
Aug – Dec 2025	Phase 1 – Site 1
Jan – May 2026	Phase 2 – Site 2
Jun – Oct 2026	Phase 3 – Site 3
Nov 2026	Final data analysis and report on outcome of PoCs Completion of final handover activities.

TESTING OF DELIVERABLES

There is no requirement for testing of Deliverables, beyond the usual system testing confirming user access, system and content availability.

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be the duration of this call off.

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is

██████████

CALL-OFF CHARGES

██████████

REIMBURSABLE EXPENSES

Any expenses incurred must be authorised by the Authority prior to undertaking and aligned with Defra's policy attached:



LIT 55530 - Defra
Staff Travel and Sub

PAYMENT METHOD

Method for Call Off Contract payments shall be via BACS.

The Supplier will issue electronic/paper invoices, to both Buyer's invoice address, as per agreed payment profile. The Buyer will pay the Supplier within 30 days of receipt of a valid invoice. All invoices must include a valid Contract Reference Number, Purchase Order Reference, Organisation's Company Registration Number, Invoice Value and whether it is inclusive or of exclusive of VAT.

BUYER'S INVOICE ADDRESS:

[REDACTED]
[REDACTED]
[REDACTED]

Email address:

Paper address:

[REDACTED]
[REDACTED]
[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Seacole Building, 2 Marsham Street, London, SW1P 4DF

BUYER'S ENVIRONMENTAL POLICY

[Environmental principles policy statement - GOV.UK](#)



Sustainable ICT
Policy.pdf

BUYER'S SECURITY POLICY

<https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework>

Appended at Call-Off Schedule 9 Security, short form.

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]

[REDACTED]

PROGRESS REPORT FREQUENCY

Written reports will be provided at the end of each phase, as per the agreed milestones. Informal verbal updates to be provided as required.

PROGRESS MEETING FREQUENCY

Progress reports will be held at the end of each phase to review the written report; and during each phase as required.

KEY STAFF

[REDACTED]

KEY SUBCONTRACTOR(S)

Immersive Ltd

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier	For and on behalf of the Buyer
Supplier Signature: [Redacted] [Redacted] [Redacted]	Buyer Signature: [Redacted] [Redacted] [Redacted]