Framework Schedule 6 (Direct Award short order form template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE: C – 28659

THE BUYER: ▮▮▮▮▮▮

BUYER ADDRESS ▮▮▮▮▮▮▮▮
▮▮▮▮▮▮▮▮▮
▮▮▮▮▮

THE SUPPLIER: Saxton Bampfylde Hever Limited

SUPPLIER ADDRESS: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
▮▮▮

REGISTRATION NUMBER: 02018211

DUNS NUMBER: ▮▮▮▮▮

SID4GOV ID: N/A

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 20th February 2025.

It's issued under the Framework Contract with the reference number RM6290 for the provision of Executive & Non Executive Recruitment Services.

CALL-OFF LOT(S):

- Lot 1 Executive Search - Grade 6, SCS1 & SCS2 (and equivalents)

CALL-OFF INCORPORATED TERMS
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
2. Joint Schedule 1(Definitions and Interpretation) **RM6290**
3. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6290**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 8 (Guarantee)
    - Joint Schedule 9 (Minimum Standards of Reliability)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)

- Call-Off Schedules for **RM6290**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
    - 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 12 (Clustering)
    - Call-Off Schedule 13 (Implementation Plan and Testing)
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 16 (Benchmarking)
    - Call-Off Schedule 17 (MOD Terms)
    - Call-Off Schedule 18 (Background Checks)
    - Call-Off Schedule 19 (Scottish Law)
    - Call-Off Schedule 20 (Call-Off Specification)
    - Call-off Schedule 21 (Northern Ireland Law)
    - Call-Off Schedule 23 (HMRC Terms)

4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6290**

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 START DATE: **20 February 2025**

CALL-OFF EXPIRY DATE: **20 February 2026**

GDPR POSITION
Independent Controller

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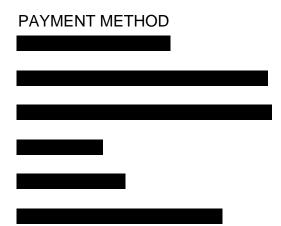The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

CALL-OFF DELIVERABLES

> The Animal and Plant Health Agency needs to recruit a Veterinary Director. The Supplier shall provide search services for this initial requirement.

CALL-OFF CHARGES
▉▉▉▉▉ to be invoiced in four equal monthly instalments starting at the outset of the work.

PAYMENT METHOD
▉▉▉▉▉▉▉▉

▉▉▉▉▉▉▉▉▉▉▉

▉▉▉▉▉▉▉▉▉▉

▉▉▉▉

▉▉▉▉▉

▉▉▉▉▉▉▉

████████

████████

██████████████████████
████████████
██████████████
██████

SUPPLIER'S AUTHORISED REPRESENTATIVE

████████████
███████████████
█████████████████
████████████████████████████████

SUPPLIER'S CONTRACT MANAGER

████████████
███████████████
█████████████████
████████████████████████████████

[Buyer guidance: execution by seal / deed where required by the Buyer].