

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
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Order Form

CALL-OFF REFERENCE: **C325404 PRO6134 Language services 24-25**

THE BUYER: **UK Health Security Agency (UKHSA)**

BUYER ADDRESS 10 South Colonnade, London, E14 4PU

THE SUPPLIER: **AA Global Language Services Ltd**

SUPPLIER ADDRESS: Francis House, Humber Place, Hull Marina, HU1 1UD

REGISTRATION NUMBER: **4299764**

DUNS NUMBER: **222818192**

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 13th Jan 2025.

It's issued under the Framework Contract with the reference number RM6141 for the provision of Language Services.

CALL-OFF LOT(S):

Lot 1

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 including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) RM6141
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6141
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)

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- Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
- Call-Off Schedules for RM6141
 - 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 7 (Key Supplier Staff)
 - Call-Off Schedule 20 (Call-Off Specification)
- 4. CCS Core Terms (version 3.0.8)
- 5. Joint Schedule 5 (Corporate Social Responsibility) RM6141

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

The following Special Terms are incorporated into this Call-Off Contract:

None

CALL-OFF START DATE: 20 January 2025

CALL-OFF EXPIRY DATE: 19 July 2025

CALL-OFF INITIAL PERIOD: 6 months

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification).

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 £160,000 excluding VAT.

The contract value is estimated to be £80,000 excluding VAT.

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)]

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)]

REIMBURSABLE EXPENSES

Supplier's fee is to be inclusive of all expenses.

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PAYMENT METHOD

Monthly in arrears by BACs or alternative payment method as agreed between the Buyer and the Supplier.

- Submitted invoices must be accompanied by supporting information including: completed timesheets for amounts set out in the relevant invoice; and
- such other information as the Buyer (acting reasonably) may require in order to verify the invoiced amounts.

BUYER'S INVOICE ADDRESS:

Accounts Payable
UK Health Security Agency (UKHSA)
Manor Farm Road
Porton Down
Salisbury
SP4 0JG

Email invoices to [REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

10 South Colonnade, London, E14 4PU

BUYER'S ENVIRONMENTAL POLICY

[Environmental and sustainability policy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/environmental-policy)

BUYER'S SECURITY POLICY

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

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

Stonefield House, 16-20 King Edward Street, Hull, HU1 3SS

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

[REDACTED]

[REDACTED]

Stonefield House, 16-23 King Edward Street, Hull, HU1 3SS

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month.

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PROGRESS MEETING FREQUENCY
Quarterly on the first Working Day of each quarter.

KEY STAFF
[Redacted]
[Redacted]
[Redacted]
10 South Colonnade, London, E14 4PU

KEY SUBCONTRACTOR(S)
[Redacted]

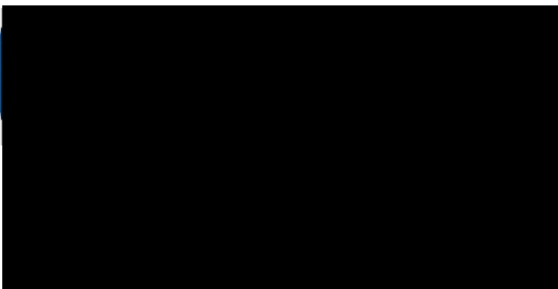

COMMERCIALLY SENSITIVE INFORMATION
See details in Joint Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS
Not applicable

ADDITIONAL INSURANCES
Not applicable

GUARANTEE
Not applicable

SOCIAL VALUE COMMITMENT
Not applicable

SIGNED ON BEHALF OF THE BUYER:	SIGNED ON BEHALF OF THE SUPPLIER:
<div></div> <div>Date Signed: 14/01/2025</div>	<div> DocuSigned by: [Redacted]</div> <div>Date Signed: 13/01/2025</div>