

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

### Order Form

CALL-OFF REFERENCE:	CEFAS22-11 Logistics and customs support
THE BUYER:	Cefas Procurement
BUYER ADDRESS	Pakefield Road, Lowestoft, NR330HT
THE SUPPLIER:	Kuehne+Nagel Limited
SUPPLIER ADDRESS:	1 Roundwood Avenue, Stockley Park, Uxbridge, UB11 1FG
REGISTRATION NUMBER:	1722216
DUNS NUMBER:	22-845-3569
SID4GOV ID:	22-845-3569

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 20/09/2022.

It's issued under the Framework Contract with the reference number RM6074 for the provision of Logistics and Warehousing.

## CALL-OFF LOT(S):

Lot Number	Lot Description	Relevant (Yes / No)
Lot 1	Logistics - Transport	Yes
Lot 2	Logistics - Warehousing and Storage	No
Lot 3	Waste Logistics, Recycling, Disposal and Destruction	No
Lot 4	Removals, Relocations and Related Services	No
Lot 5	Vehicle, Plant and Industrial Equipment – Transportation and Storage	No
Lot 6	Construction Logistics – Transportation and Storage	No
Lot 7	Healthcare Logistics – Transportation and Storage	No
Lot 8	Logistics and Warehousing Solutions, Design and Support Services	No

## 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) **RM6074**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6074**
    - Joint Schedule 2 (Variation Form)

- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 5 (Corporate Social Responsibility)
  
- Call-Off Schedules for **RM6074**
  - Call-Off Schedule 4 (Call-off Tender)
  - Call-Off Schedule 5 (Pricing Details)
  - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
  - Call-Off Schedule 15 (Call-Off Contract Management)
  - Call-Off Schedule 20 (Call-Off Specification)

#### 4. CCS Core Terms (version 3.0.9)

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

- Services and Obligation (as set out at Appendix A to this Order Form);
- Letter of Engagement (as set out at Appendix B to this Order Form)

CALL-OFF START DATE:	01 October 2022
CALL-OFF EXPIRY DATE:	31 September 2025
CALL-OFF INITIAL PERIOD:	3 years, with the option to extend for a further 2 periods of 12 months at the discretion of the Authority.

#### CALL-OFF DELIVERABLES

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

#### MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract, excluding loss or damage to goods in transit (which is also dealt with separately in this call-off contract under 'Additional Insurances') as per the Core Terms and Conditions (Clause 11.2) is capped at EUR 0.5m per annum, with standard liability for loss or damage to goods in transit capped at EUR 50,000.00 per annum.

**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**  
**Crown Copyright 2020**

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£15k (Fifteen) Thousand** in the first 12 months of the Contract.  
The service provided will be new to Cefas and this figure is a best guess.

**CALL-OFF CHARGES**

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

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Payment via BACS

**BUYER'S INVOICE ADDRESS:** Cefas, Pakefield Road, Lowestoft, Suffolk, NR33  
OHT finance@cefas.co.uk

**BUYER'S AUTHORISED REPRESENTATIVE**

Emma Roberts, Procurement Manager, procure@cefas.co.uk

**BUYER'S ENVIRONMENTAL POLICY**

Available online at: Policies, plans, reports and quality - Cefas (Centre for Environment, Fisheries and Aquaculture Science) [www.cefas.co.uk](http://www.cefas.co.uk)

**BUYER'S SECURITY POLICY**

Available online at: Policies, plans, reports and quality - Cefas (Centre for Environment, Fisheries and Aquaculture Science) [www.cefas.co.uk](http://www.cefas.co.uk)

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

[REDACTED]

[REDACTED]

#### PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month or at an acceptable frequency agreed by both parties.

#### PROGRESS MEETING FREQUENCY

Quarterly within the first working week of each quarter.

#### KEY STAFF

**[To be confirmed upon Award]**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

#### KEY SUBCONTRACTOR(S)

**[Insert]** name (registered name if registered)]

#### COMMERCIALLY SENSITIVE INFORMATION

See Joint Schedule 4

#### SERVICE CREDITS

Not applicable

#### ADDITIONAL INSURANCES

See Joint Schedule 3. Insurance Requirements.

Standard liability for loss or damage to goods in transit is capped at EUR 50,000.00 per annum. Should the Authority require a higher level of cargo insurance for a specific shipment then this will be agreed on a per shipment basis (if applicable and agreed to by the Parties') which will be charged to the Buyer as an additional charge.

#### GUARANTEE



Not applicable

#### SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender).

In the interest of supporting environmental initiatives and working together to fight climate change, the Authority require the Supplier to:

1. Provide an annual report presenting the improvements implemented by the Supplier to support the Supplier's reduction in carbon footprint, including the initiatives of the Supplier and that of their sub-contractors and partners to deliver a greener future.
2. Provide quarterly management information to the Authority detailing the carbon footprint and environmental impact as measured on behalf of the Authority.

For and behalf of the Supplier		For and behalf of the Customer	
Signature:	Signed by: KUEHNE + NAGEL LIMITED Signed at: 2022-11-02 16:46:03 +00:00 Reason: Digital document signing <i>Brian Cox</i>	Signature:	
Name:		Name:	Emma Roberts
Role:		Role:	Procurement Manager
Date:	02/11/22	Date:	03/11/2022

Signed by: KUEHNE + NAGEL LIMITED  
Signed at: 2022-11-02 17:04:50 +00:00  
Reason: Digital document signing

*AMBA*



## Appendix A

### Services and Obligations



APPENDIX A -  
Services and obligat



## Appendix B

### Letter of Engagement



APPENDIX B - Letter  
of Engagement.doc