

Framework Schedule 6A (Order Form Template and Call-Off Schedules – Direct Award)

Order Form

CALL-OFF REFERENCE:



THE BUYER:

Department for the Environment, Food and Rural Affairs (DEFRA) and associated Arm's Length Bodies as listed below:

- Environment Agency
- Natural England
- Animal and Plant Health Agency (APHA)
- Agriculture and Horticulture Development Board (AHDB)
- Rural Payments Agency (RPA)
- Joint Nature Conservation Committee (JNCC)
- Veterinary Medicines Directorate (VMD)
- Marine Management Organisation (MMO)

BUYER ADDRESS

2 Marsham Street, London Sw1P 4DF

THE SUPPLIER:

Corporate Travel Management

SUPPLIER ADDRESS:



REGISTRATION NUMBER:



DUNS NUMBER:



CALL-OFF START DATE: **01/03/2024**

CALL-OFF EXPIRY DATE: **28/02/2027**

CALL-OFF INITIAL PERIOD: **3 years**

CALL-OFF OPTIONAL EXTENSION PERIOD: **No extension options**

GO LIVE DATE: 01/03/2024

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Deliverables and dated 21/02/2024

This Order Form is issued under the Framework Contract with the reference number RM6217 for the provision of Travel and Venue Solutions.

CALL-OFF LOT(S) AND APPLICABLE SCHEDULE 20 (CALL-OFF SPECIFICATION) TERMS:

Column 1		Column 2
LOT NUMBER AND DESCRIPTION	Tick as applicable	SCHEDULE 20 (CALL-OFF SPECIFICATION) APPLICABLE PARAGRAPHS
Lot 1: Booking Solutions UK Points of Sale – Low Touch	<input type="checkbox"/>	Paragraph 3 (Mandatory Service Requirements All Lots) Paragraph 4 (Mandatory Service Requirements: Lots 1-3) Paragraph 5 (Lot 1: Booking Solutions UK Points of Sale – Low Touch)
Lot 2: Booking Solutions UK & Overseas Points of Sale – High Touch	<input checked="" type="checkbox"/>	Paragraph 3 (Mandatory Service Requirements All Lots) Paragraph 4 (Mandatory Service Requirements: Lots 1-3) Paragraph 6 (Lot 2: Booking Solutions UK & Overseas Points of Sale – High Touch)
Lot 3: Booking Solutions Specialist Needs	<input type="checkbox"/>	Paragraph 3 (Mandatory Service Requirements All Lots) Paragraph 4 (Mandatory Service Requirements: Lots 1-3) Paragraph 7 (Lot 3: Booking Solutions Specialist Needs)
Lot 4: Booking Solutions Venues & Events	<input type="checkbox"/>	Paragraph 3 (Mandatory Service Requirements All Lots) Paragraph 8 (Lot 4: Booking Solutions Venues & Events)

Only those paragraphs of Schedule 20 (Call-Off Specification) listed in “column 2” of the above table (which, for the avoidance of doubt apply to the Call-Off Lot(s) selected by the Buyer) shall be incorporated into the Call-Off Contract, and those which do not apply to the Call-Off Lots(s) selected by the Buyer, shall not be incorporated into the Call-Off Contract.

The Buyer must comply with its obligations set out in Schedule 20 (Call-Off Specification).

CALL-OFF INCORPORATED TERMS

Framework Ref: RM6217
Project Version: v1.0
Model Version: v3.8

The following documents are incorporated into the Call-Off Contract. Where Schedule numbers are missing, this is intentional as they do not apply to the Call-Off Contract. If the documents conflict, the following order of precedence applies:



- **Joint Schedules for RM6217:**



- **Call-Off Schedules for RM6217:**



5. The Core Terms (version 3.0.11)

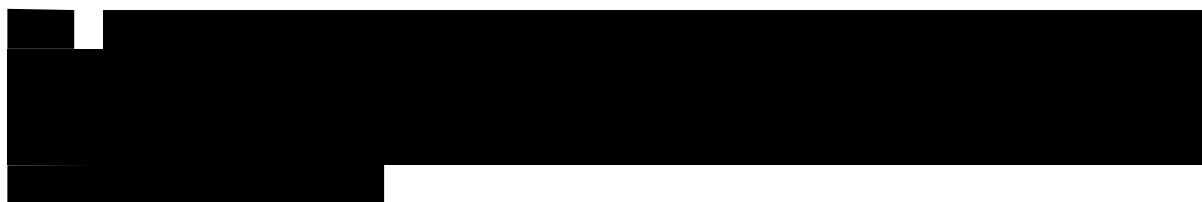
6. Joint Schedule 5 (Corporate Social Responsibility) RM6217

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/performance.

CALL-OFF SPECIAL TERMS

The clauses in the Core Terms shall be amended in accordance with the following Call-Off Special Terms which shall be incorporated into the Call-Off Contract:

[illegible]



CALL-OFF DELIVERABLES

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

Overseas Points of Sale

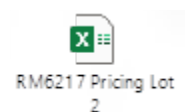
N/A

MAXIMUM LIABILITY

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



CALL-OFF CHARGES



Also see schedule 5

CALL-OFF CONTRACT ANTICIPATED POTENTIAL VALUE

The total anticipated potential value of the Call-Off Contract is in the following potential range



REIMBURSABLE EXPENSES



PAYMENT METHOD



[REDACTED]

[REDACTED]

[REDACTED]

BUYER'S INVOICE ADDRESS:

[REDACTED]

BUYER AUTHORISED REPRESENTATIVE

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

[About us - Department for Environment, Food & Rural Affairs - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

SUPPLIER AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY

[REDACTED]

PROGRESS MEETING FREQUENCY

[REDACTED]

QUALITY PLANS

[REDACTED]

KEY STAFF

[REDACTED]

KEY SUBCONTRACTOR(S)

[REDACTED]

COMMERCIALLY SENSITIVE INFORMATION

[REDACTED]

SERVICE CREDITS

[REDACTED]

ADDITIONAL INSURANCES

[REDACTED]

GUARANTEE

[REDACTED]

SOCIAL VALUE COMMITMENT

[REDACTED]

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	[REDACTED]	Date:	[REDACTED]