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

**Short Order Form**

This short 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 Deliverables and dated 29/07/2025. It is issued under the Framework Contract with the reference number RM6309.

## SECTION 1: CONTRACTING PARTIES

PROACTIS REF: C1001240

CALL-OFF REFERENCE: REDACTED

THE BUYER: The Minister for The Cabinet Office on behalf of The Crown represented by the Government Property Agency (GPA), located at 9th Floor, 23 Stephenson Street, Birmingham, B2 4BJ (“The Buyer”)

THE SUPPLIER: Tetra Tech Limited

SUPPLIER ADDRESS:3 Sovereign Square, Sovereign Street

LEEDS, LS1 4ER, United Kingdom

REGISTRATION NUMBER: **NA**

DUNS NUMBER: 296336647

## SECTION 2: CALL-OFF CONTRACT TERM

CALL-OFF START DATE: 18/072025

CALL-OFF EXPIRY DATE: 13/10/2025

CALL-OFF INITIAL PERIOD: Four (04) Months

CALL-OFF OPTIONAL EXTENSION PERIOD 6 months, or as required and if necessary until the work has been completed

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## SECTION 3: CALL-OFF DELIVERABLES

As included in specification ref no: Annex A:

## SECTION 4: CALL-OFF CHARGES

Option A: As included in the proposal dated 15/08/2025 **Redacted under FOIA section 43, Commercial Interests**

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

 A request from the Supplier, which it can make at any time, to decrease the Charges

## SECTION 5: PAYMENT METHOD

## BACS

## SECTION 6: BUYER AND SUPPLIER DETAILS

## GPAAPinvoices@gpa.gov.uk

## BUYER’S AUTHORISED REPRESENTATIVE

**Redacted under FOIA section 40, Personal Information**

## SUPPLIER’S AUTHORISED REPRESENTATIVE

**Redacted under FOIA section 40, Personal Information**

## SUPPLIER’S CONTRACT MANAGER

**Redacted under FOIA section 40, Personal Information**

## SECTION 7: KEY SUPPLIER STAFF (IF APPLICABLE)

**Redacted under FOIA section 40, Personal Information**

## SECTION 8: KEY SUBCONTRACTORS

None

## SECTION 9: COMMERCIALLY SENSITIVE INFORMATION

**Redacted under FOIA section 43, Commercial Interests**

## SECTION 10: BUSINESS CONTINUITY DISASTER RECOVERY PLAN

Not Used

## SECTION 11: 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
2. Joint Schedule 1 (Definitions)
3. Framework Special Terms
4. The following Schedules will be included in equal order of precedence:
* Joint Schedule 2 (Variation Form)
* Joint Schedule 3 (Insurance Requirements)
* Joint Schedule 11 (Processing Data)
* Call-Off Schedule 9 (Security)
* CCS Core Terms (version 3.0.11)
1. Joint Schedule 5 (Corporate Social Responsibility)
2. 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.

## SECTION 12: CALL-OFF SPECIAL TERMS

Not Used

Buyer and Supplier Guidance: There are special terms in the Framework Award Form. None

## SECTION 13: 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 **Redacted under FOIA section 43, Commercial Interests**

## SECTION 15: REIMBURSABLE EXPENSES

Recoverable as stated in the Framework Contract for Cabinet Office Travel & Subsistence Policy

## SECTION 16: SERVICE CREDITS

Not applicable

## SECTION 17: PROCESSING DATA

The Buyer must confirm the following statements:

* That the Buyer has reviewed Joint Schedule 11 (Process Data)
* That Annex A has been completed by the Controller where applicable Yes
* The roles for the processing of data under this Call-Off Contract will be:

Buyer - Controller

Supplier Processor

## SECTION 18: SECURITY

# Part A: Short Form Security Requirements from Call Off Schedule 9 (Security) is applicable to this short Order Form.

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| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of the Buyer:** |
| Signature: |  | Signature: |  |
| Name: | **Redacted under FOIA section 40, Personal Information**  | Name: | **Redacted under FOIA section 40, Personal Information** |
| Role: | Operations Director Tetra Tech Ltd | Role: | Project Director |
| Date: | 23/09/2025 | Date: | 23.09/2025 |