

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

Order Form

CALL-OFF REFERENCE: **C32199**

THE BUYER: **Department of The Environment, Food and Rural Affairs**
BUYER ADDRESS
Seacole Building
2 Marsham Street
London
SW1P 4DF

THE SUPPLIER: **Lovetts Limited**
SUPPLIER ADDRESS:
Bramley House
Old Portsmouth Road
Guildford
Surrey
GU3 1LR

REGISTRATION NUMBER: 02996700
DUNS NUMBER: 77-542-4559
PPON: PTXG-5715-NCDX

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated on the 4th of December 2025.

It's issued under the Framework Contract with the reference number **Debt Resolution Services - RM6226** for the provision of **Litigation Services**.

CALL-OFF LOTS:

- Lot 6: Litigation Services (England and Wales)
- Lot 7: Litigation Services (Scotland)

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) RM6226
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6226

- Joint Schedule 2 (Variation Form and Change Control Procedure)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- Call-Off Schedules for **C32199**
 - 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 19 (Scottish Law)
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-Off Schedule 21 (Northern Ireland Law)

5. CCS Core Terms (version 3.0.11)

6. Joint Schedule 5 (Corporate Social Responsibility) RM6226

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

Not Applicable

CALL-OFF START DATE: **08/12/2025**

CALL-OFF EXPIRY DATE: **07/12/2028**

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

CALL-OFF OPTIONAL EXTENSION PERIOD: **5 Years (3 + 1 + 1)**

CALL-OFF DELIVERABLES

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

MANAGEMENT OF CONFLICT OF INTEREST

Nothing additional to the Core Terms (version 3.0.11)

CONFIDENTIALITY

Nothing additional to the Core Terms (version 3.0.11)

IPR

Nothing additional to the Core Terms (version 3.0.11)

MAXIMUM LIABILITY

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

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

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

PAYMENT METHOD

Payment will be made by BACS in accordance with agreed Milestone payment plan and satisfactory completion of the Key Performance Indicators (KPIs) stated within each Project Engagement Letter (PEL). The Party agrees to pay the invoice in full within 28 days of receipt of a correct and valid invoice subject only to the resolution of any outstanding issues which may constitute a breach of Contract.

BUYER'S INVOICING ADDRESS:

All draft invoices are verified and approved by the Buyer's Authorised Representative. Once this has been complete, the supplier must send the final invoice, quoting a valid purchase order number (PO Number) to:

APinvoices-DEF-U@gov.sscl.com

SSCL

Department for Environment, Food & Rural Affairs

PO Box 790

Newport

NP10 8FZ

United Kingdom

Please send a copy of the invoice to the Buyer's Authorised Representative.

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

Defra Group, EPR Team, Custom House Square, Belfast, BT1 3ET

[REDACTED]

[REDACTED]

[REDACTED]

Defra Group, Horizon House, Deanery Road, Bristol, BS1 5AH

BUYER'S ENVIRONMENTAL POLICY

Available on request.

BUYER'S SECURITY POLICY

Available on request.

BUYER'S ICT POLICY

Available on request.

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]

Bramley House, Old Portsmouth Road, Guildford, Surrey, GU3 1LR

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]

Bramley House, Old Portsmouth Road, Guildford, Surrey, GU3 1LR

PROGRESS REPORT AND FREQUENCY

To be agreed during initial meeting.

PROGRESS MEETINGS AND FREQUENCY

To be agreed during initial meeting.

PROJECT DELIVERY

Project Engagement Letter (PEL) will be completed, agreed and signed-off by both parties for all batches of work – To be discuss and agreed during initial meeting.

KEY STAFF

[REDACTED]
[REDACTED]
[REDACTED]

Bramley House, Old Portsmouth Road, Guildford, Surrey, GU3 1LR

KEY SUBCONTRACTOR(S)

None.

COMMERCIALLY SENSITIVE INFORMATION

See details in Joint Schedule 4 (Commercially Sensitive Information).

SERVICE CREDITS

Not applicable.

ADDITIONAL INSURANCES

Not applicable.

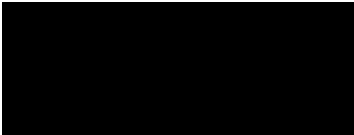
GUARANTEE

Not applicable.

SOCIAL VALUE COMMITMENT

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 at Framework level.

Supplier_Signature

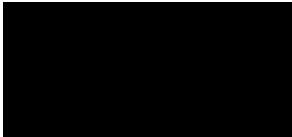


Full Name: [Redacted]

Job Title/Role: [Redacted]

Date Signed: 08/12/2025

Buyer_Signature


















Full Name: [Redacted]

Job Title/Role: [Redacted]

Date Signed: 09/12/25

A copy of all applicable schedules (listed in page 1 & 2) will be provided via the Atamis portal.

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RM6226-Core-terms.docx-1.odt
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Joint-Schedule-1-Definitions.docx.odt
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Joint-Schedule-2-Variation-Form-and-Csurance-Requireme
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Joint-Schedule-4-Commercially-SensitivRectification-Plan.d
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Joint-Schedule-10-
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Joint-Schedule-11-PCall-Off-Schedule-1
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Call-Off-Schedule-2
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Call-Off-Schedule-3
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Call-Off-Schedule-5
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Call-Off-Schedule-7
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Processing-Data-.doc-Transparency-Repo-Staff-Transfer.docx-Continuous-Improv-Pricing-Details.doc-
Key-Supplier-Staff.
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Call-Off-Schedule-1
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Call-Off-Schedule-2
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Call-Off-Schedule-2
- 9-Scottish-Law.docx0-Specification.docx1-Northern-Ireland-