



Department
for Environment
Food & Rural Affairs

**CALL-OFF ORDER FORM UNDER CONTINGENCY OFFICIAL VETERINARY
SERVICES FOR SCOTLAND FRAMEWORK (Project_25812)**

FROM

Authority	Defra on behalf of the Secretary of State for Environment, Food and Rural Affairs
Address	Defra Group Commercial Woodham Lane, New Haw, Addlestone, Surrey KT15 3NB
Contact Ref	Name: [REDACTED] Phone: [REDACTED] Email: contractmanagement@apha.gov.uk
Requirement Reference Number	C22400-14-12-2023
Order Date	14/12/2023

TO

Contractor	Conavet
For the attention of	[REDACTED]@btinternet.com)
Address	Ardlair High Street Conan Bridge IV7 8AZ

1. SERVICES REQUIREMENTS

1.1 Lot - Lot 1 (Inverness)

1.2 Location(s) at which Services are to be provided:

Lot 1 as described in Annex C Map of Regional Lots. Delivery in additional Lots where compulsory training, a specialism, outbreak or other emergency situation requires.

1.3 Name/s of Personnel:

[REDACTED]

1.4 Deployment Dates:

As required between 15/12/2023 – 14/12/2024 following the Call-Off methodology detailed within Schedule 2 (Specification of Requirements) of the Contingency Official Veterinary Services for Scotland Framework Agreement

1.5 Line Manager / Authority Point of Contact:

[REDACTED]

2. ADDITIONAL RELEVANT INFORMATION**2.1 Any relevant information for this requirement:**

The Contractor shall provide the Services in accordance with the Terms and Conditions and associated Schedules of the Contingency Official Veterinary Services for Scotland Framework Agreement over the 12 (twelve) month period specified in Section 1.4 of this Order Form.

The Authority reserves the right to request the Contractors services in accordance with Schedule 2 (Specification of Requirements) and Schedule 3 (Pricing) of the Contingency Official Veterinary Services for Scotland Framework Agreement up to a maximum of 15 times under the Contingency Official Veterinary Services for Scotland Framework Agreement (Schedule 2) which will include one (1) requirement for one (1) day mandatory training during the 12-month period. Invitations for Services will be issued by APHA Scottish Field Operations.

The Authority may extend the Call-Off Contract for a period of up to 12 months' by giving not less than 1 months' notice in writing to the Contractor prior to the End Date. The terms and conditions of Call-Off Contracts (Schedule 1) shall apply throughout any such extended period.

3. PRICE AND PAYMENTS**3.1 Contract Price payable by the Authority (excluding VAT).**

Reference Number:	Name of Personnel	Daily Deployment Rate	Hourly Training Rate
C22400	[REDACTED]	[REDACTED]	[REDACTED]

3.2 Estimated Total Value of Requirement:

Due to the unpredictable nature and location of outbreaks and incidents where APHA may require services, the Authority is unable to provide the Contractor with an estimated total value of the requirement to support Outbreak or Incidents over the next 12 months.

The estimated total value for the mandatory training requirement is £787.80.

3.3 Invoicing and Payment

The Contractor shall issue invoices monthly in arrears.

4. INVOICING REQUIREMENTS**4.1 Invoices**

A purchase order number and cost centre reference will be provided on acceptance of this Order, these must be referenced on all invoices.

(Amendment etc.) (EU Exit) Regulations 2019 and the UK Electronic Communications Act 2000. Acceptance of the offer comprised in this Agreement must be made within 2 days from the date of this Call Off and the Agreement is formed on the date on which the Contractor communicates acceptance on the Customer’s electronic contract management system (“Atamis”). No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Signed for on behalf_of_Supplier:	
	
Signed for on Behalf_of_Authority:	
	

FOR USE BY APHA FINANCE TEAM ONLY			
Category:		VAT Code	
Cost Centre Code:		Objective:	
Account and Sub Account Code:		Project Code:	
Requisition Raised By:		Requisition Number:	
Purchase Order Number:		Receipt Number:	