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

**Order Form**

CALL-OFF REFERENCE: **con\_5455 Ofcom Deputy Chair Campaign**

THE BUYER: **The Department for Science, Innovation & Technology**

BUYER ADDRESS 1 Victoria Street, London, SW1H 0ET

THE SUPPLIER: GatenbySanderson Ltd

SUPPLIER ADDRESS:14 King Street, Leeds, LS1 2HL

REGISTRATION NUMBER:4451141

DUNS NUMBER: 424635477

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 20th December 2023.

It’s issued under the Framework Contract with the reference number **RM6290** for the provision of the Ofcom Deputy Chair Campaign

CALL-OFF LOT(S):

**Lot 3**

CALL-OFF INCORPORATED TERMS

This is a Bronze Contract.

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) **RM6290**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6290**
  + Joint Schedule 1Definitions
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 5 Corporate Responsibility
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Call-Off Schedules for **RM6290**
  + Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 7 (Key Supplier Staff)
  + Call-Off Schedule 20 (Specification)

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

The following Special Terms are incorporated into this Call-Off Contract:

None

CALL-OFF START DATE: **21st December 2023**

CALL-OFF EXPIRY DATE: 15th April 2024

CALL-OFF INITIAL PERIOD: **3 months 2 weeks**

CALL-OFF DELIVERABLES

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

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 **£24,800 (ex VAT). DSIT** reserves the right to appoint up to two further appointments from the reserve list for this campaign. This is costed at £14,910 (exVAT) per appointment.

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

Recoverable as stated in the Framework Contract

PAYMENT METHOD

BACS Transfer

BUYER’S INVOICE ADDRESS:

Invoicing address:

DEPARTMENT FOR SCIENCE, INNOVATION & TECHNOLOGY (DSIT)

C/O UK SBS

QUEENSWAY HOUSE

WEST PRECINT

BILLINGHAM

BUYER’S AUTHORISED REPRESENTATIVE

Joseph Sewell

**Commercial Lead**

[Joseph.sewell@dsit.gov.uk](mailto:Joseph.sewell@dsit.gov.uk)

BUYER’S ENVIRONMENTAL POLICY

**Available online at dsit.gov.uk**

BUYER’S SECURITY POLICY

**Available online at dsit.gov.uk**

SUPPLIER’S AUTHORISED REPRESENTATIVE

[redacted]

SUPPLIER’S CONTRACT MANAGER

[redacted]

PROGRESS REPORT FREQUENCY

**As outlined in Specification.**

PROGRESS MEETING FREQUENCY

**As outlined in Specification**

KEY STAFF

**As outlined in call-off schedule 7 Key Supplier Staff**

KEY SUBCONTRACTOR(S)

**None**

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

**Not applicable**

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |