

RM971 NON MEDICAL NON CLINICAL**PART 1 – ORDER FORM****ORDER FORM –****THE SUPPLY OF NON MEDICAL NON CLINICAL (NM NC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971****FROM:**

CUSTOMER	Department for Business, Energy & Industrial Strategy (BEIS)
SERVICE ADDRESS	1 Victoria Street London SW1H0ET
INVOICE ADDRESS (if different)	The Department for Business, Energy and Industrial Strategy (BEIS) c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email finance@services.uksbs.co.uk
CONTACT REFERENCE	Authoriser Name: [REDACTED] e-mail: [REDACTED]
ORDER NUMBER	CS18075
ORDER DATE	07/01/2019

TO:

SERVICE PROVIDER	Allen Lane Limited		
SERVICE PROVIDER'S ADDRESS	33 King Street, St.James, London, SW1Y 6RJ		
ACCOUNT MANAGER	Name: [REDACTED] Tel: [REDACTED] E-mail: [REDACTED]		
PART 1: SERVICE REQUIREMENT			
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:			
RM971 LOT:	Lot 4		
ADDITIONAL REQUIREMENTS:	Experience in project and executive support in a Government organisation		
PART 1.2: ANTICIPATED DURATION OF CONTRACT			
This contract will commence on Wednesday 9 th January 2019 and will expire on Friday 29 th March 2019.			
PART 1.3: MILESTONES AND KEY DELIVERABLES			
None			
PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):			
The total contract value shall not exceed £39,957.12 excluding VAT as per the breakdown below;			
NAME	START DATE	RATE	TOTAL CHARGE 3 MONTHS (63 WORKING DAYS)
[REDACTED]	[REDACTED]	[REDACTED]	£19,978.56
[REDACTED]	[REDACTED]	[REDACTED]	£19,978.56
Total Charge (Ex. VAT)			£39,957.12

<i>It is the viewpoint of the contracting authority that the candidates below are out of scope of the intermediaries legislation (IR35). All workers are subject to 5 working days notice period.</i>	
DISCOUNTS APPLICABLE:	None
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT	
The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days up receipt and acceptance of a valid invoice.	
Invoice to include purchase order number and contract reference shall be sent to finance@services.ukpbs.co.uk	
PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS	
Project Support Officers for the [REDACTED] Responsibilities to include (but not restricted to):	
<ul style="list-style-type: none"> • All aspects of diary management (arranging meetings and responding to invitations and prioritizing when clashes); • Ensure basic office management; • Make room bookings and travel arrangements as required; • Respond to emails in the shared mailboxes and flag anything urgent to Private Secretary, Chief of Staff or Director General. Perform project support duties making sure documentation is ready for meetings (incl. external meetings with legal stakeholders and third parties). 	
PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS	
PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:	Not Applicable
PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	Not Applicable
PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES	
PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	1 [REDACTED]
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	None
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALLY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	None

BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

FOR AND ON BEHALF OF THE SERVICE PROVIDER:

NAME:	[REDACTED]
TITLE:	[REDACTED]
SIGNATURE:	[REDACTED]
DATE:	08 / 01 / 2019

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	[REDACTED]
TITLE:	[REDACTED]
SIGNATURE:	[REDACTED]
DATE:	8/1/19

