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

**Order Form**

CALL-OFF REFERENCE: 714029453

THE BUYER: Defence Infrastructure Organisation

BUYER ADDRESS ***Redacted***

THE SUPPLIER: Burges Salmon

SUPPLIER ADDRESS: ***Redacted***

REGISTRATION NUMBER: ***Redacted***

DUNS NUMBER: ***Redacted***

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 13th February 2025.

It’s issued under the Framework Contract with the reference number Legal Services Panel RM6179 for the provision of legal advice and services.

CALL-OFF LOT(S):

**Lot 1 – General Legal Advice and Services**

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) RM6179
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for RM6179
  + Joint Schedule 2 (Variation Form)
  + 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 714029453
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer)
  + Call-Off Schedule 3 (Continuous Improvement)
  + Call-Off Schedule 10 (Exit Management)
  + Call-Off Schedule 17 (MOD Terms)
  + Call-Off Schedule 24 (Special Schedule)

1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility)RM6179

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: 1st April 2025

CALL-OFF EXPIRY DATE: 31st March 2027

CALL-OFF INITIAL PERIOD: 2 years

WORKING DAY

7 hours 24 minutes per day

CALL-OFF DELIVERABLES

The Buyer is entitled to 2 hours of free initial consultation and legal advice with each Order in accordance with Paragraph 5.2 of Framework Schedule 1 (Specification).

Option B: See details in Call-Off Schedule 20 (Call-Off Specification)

MANAGEMENT OF CONFLICT OF INTEREST

N/A

CONFIDENTIALITY

N/A

IPR

N/A

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms, and as amended by the Framework Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is ***Redacted***

CALL-OFF CHARGES

Option A:

* Hourly Rate

It is the responsibility of both the buyer and supplier to monitor the accrued charges and ensure these do not go above the approved charge amount in each year of the contract.

The total contract value is ***Redacted***

VOLUME DISCOUNTS

Where the Supplier provides Volume Discounts, the applicable percentage discount (set out in Table 2 of Annex 1 of Framework Schedule 3 (Framework Prices)) shall automatically be applied by the Supplier to all Charges it invoices regarding the Deliverables on and from the date and time when the applicable Volume Discount threshold is met and in accordance with Paragraphs 8, 9 and 10 of Framework Schedule 3.

REIMBURSABLE EXPENSES

None

DISBURSEMENTS

Payable with approval from the project lead

ADDITIONAL TRAINING CHARGE

N/A

SECONDMENT CHARGE

N/A

PAYMENT

Payment will be made via MOD CP&F/ Exostar.

INVOICING

The supplier must provide itemised timesheets along with their invoices showing a breakdown of hours worked and fee rate applicable. Invoices should be submitted each time £5,000 (ex VAT) has been accrued.

BUYER’S INVOICING ADDRESS:

***Redacted***

BUYER’S AUTHORISED REPRESENTATIVE

***Redacted***

BUYER’S ENVIRONMENTAL POLICY

<https://www.gov.uk/government/publications/jsp-418-mod-corporate-environmental-protection-manual>

BUYER’S SECURITY POLICY

[**https://www.gov.uk/government/publications/security-policy-framework**](https://www.gov.uk/government/publications/security-policy-framework)

BUYER’S ICT POLICY

N/A

SUPPLIER’S AUTHORISED REPRESENTATIVE

***Redacted***

SUPPLIER’S CONTRACT MANAGER

***Redacted***

PROGRESS REPORT

The supplier is to provide a report to the DIO Commercial team on their total fees incurred.

PROGRESS REPORT FREQUENCY

Every 6 months.

PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY

As required with project lead.

KEY STAFF

N/A

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

Pricing Information

SERVICE CREDITS

N/A

ADDITIONAL INSURANCES

Lot 1 Suppliers are required to have £10m Professional Indemnity Insurance.

GUARANTEE

N/A

SOCIAL VALUE COMMITMENT

N/A

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | ***Redacted*** | Signature: | ***Redacted*** |
| Name: | ***Redacted*** | Name: | ***Redacted*** |
| Role: | ***Redacted*** | Role: | ***Redacted*** |
| Date: | 26 February 2025 | Date: | 03/03/025 |