

Framework Schedule 6 (Direct Award short order form template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE: W0454

THE BUYER: Intellectual Property Office

BUYER ADDRESS Concept House, Cardiff Road, Newport, NP10 8QQ

THE SUPPLIER: Acorn Recruitment Ltd

SUPPLIER ADDRESS: Somerton House, Hazell Drive, Newport NP10 8FY

REGISTRATION NUMBER: 03358533

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 10th July 2023

It's issued under the Framework Contract with the reference number RM6229 for the provision of Permanent Recruitment Services.

CALL-OFF LOT(S):

Lot 2: Non Clinical General Recruitment

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
2. Joint Schedule 1(Definitions and Interpretation) **RM6229**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6229**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for **RM6229**
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6229**

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 START DATE: **10/07/2023**

CALL-OFF EXPIRY DATE: **09/07/2024**

GDPR POSITION

Independent Controller

MAXIMUM LIABILITY

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

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification) – Appendix A

CALL-OFF CHARGES

Fee (% of Salary)	
Up to £20,000	10.00%
£20,001 to £40,000	12%
£40,001 to £60,000	15%
£60,001 to £80,000	17.00%
Over £80,000	19%

**all fees are subject to VAT*

Scale of Rebate (%)	
Up to 2 weeks	100%
Up to 3 weeks	100%
Up to 4 weeks	75%
Up to 6 weeks	50%
Up to 8 weeks	25%
Up to 10 weeks	25%
Up to 12 weeks	25%

PAYMENT METHOD

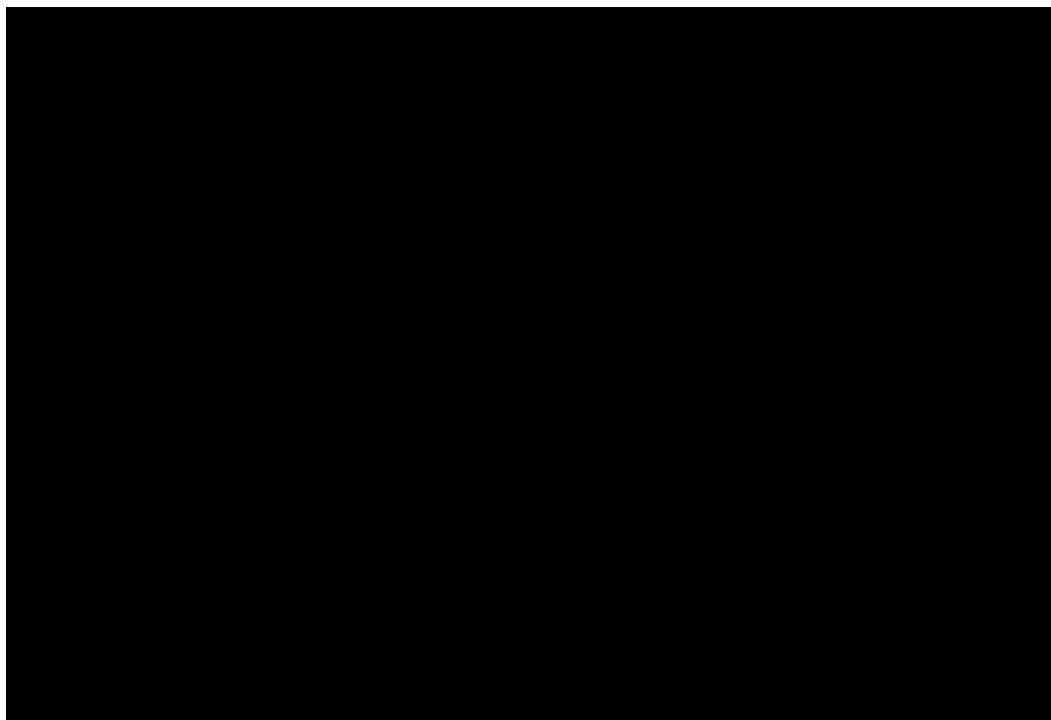
Payment will be made via BACS

BUYER'S INVOICE ADDRESS:

Accounts Payable

Payables@ipo.gov.uk

Concept House, Cardiff Road, Newport, NP10 8QQ



Signed by an authorised signatory for and behalf of the Supplier

Supplier_Signature

For and on behalf of the Buyer

Contracting_Authority_Signature