

**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:**

<b>CUSTOMER</b>	Department for Business, Energy & Industrial Strategy (BEIS)
<b>SERVICE ADDRESS</b>	1 Victoria Street London SW1H0ET
<b>INVOICE ADDRESS (if different)</b>	The Department for Business, Energy and Industrial Strategy (BEIS) c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email <a href="mailto:finance@services.ukpbs.co.uk">finance@services.ukpbs.co.uk</a>
<b>CONTACT REFERENCE</b>	Authoriser Name: [REDACTED] e-mail: [REDACTED]
<b>ORDER NUMBER</b>	CS19021
<b>ORDER DATE</b>	07/01/2019

**TO:**

<b>SERVICE PROVIDER</b>	Allen Lane Limited			
<b>SERVICE PROVIDER'S ADDRESS</b>	33 King Street, St.James, London, SW1Y 6RJ			
<b>ACCOUNT MANAGER</b>	Name: [REDACTED] Tel: [REDACTED] E-mail: [REDACTED]			
<b>PART 1: SERVICE REQUIREMENT</b>				
<b>PART 1.1: SERVICE AND DELIVERABLES REQUIRED:</b> Temporary Worker Requirements:				
<b>RM971 LOT:</b>	Lot 4			
<b>ADDITIONAL REQUIREMENTS:</b>	Experience in project and executive support in a Government organisation			
<b>PART 1.2: ANICIPATED DURATION OF CONTRACT</b>				
The contract will commence on Monday 14 <sup>th</sup> 2019 until Tuesday 30 <sup>th</sup> April 2019 (63 Working days, 8 hours per day, 5 days per week)				
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>				
None				
<b>PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b>				
The total contract value shall not exceed £39,957.12 excluding VAT as per the breakdown below;				
<b>NAME</b>	<b>START DATE</b>	<b>DAY RATE</b>	<b>NUMBER OF WORKING DAYS</b>	<b>TOTAL CHARGE</b>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	£19,978.56

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	£19,978.56
Total Charge (Ex. VAT)				£39,957.12
<i>All workers are subject to 5 working days notice period.</i>				
<b>DISCOUNTS APPLICABLE:</b>		None		
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>				
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 <a href="mailto:finance@services.ukpbs.co.uk">finance@services.ukpbs.co.uk</a> .				
<b>PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS</b>				
Diary Managers for the Director General, Corporate Services and Director Commercial. Responsibilities to include (but not restricted to): all aspects of diary management (arranging meetings and responding to invitations and prioritising when clashes); ensuring the Director General/Director's office area is set up each morning (e.g. fresh water in room, calendar for the day printed, ensure catering arranged where needed); ensure basic office management undertake (e.g. stationary etc); 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/Director.				
<b>PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS</b>				
<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>		Not Applicable		
<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>		Not Applicable		
<b>PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES</b>				
<b>PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>		[REDACTED]		
<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>		None		
<b>PART 5: CONFIDENTIAL INFORMATION</b>				
<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>		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:**

<b>NAME:</b>	[REDACTED]
<b>TITLE:</b>	[REDACTED]
<b>SIGNITURE:</b>	[REDACTED]
<b>DATE:</b>	08/01/2019

**FOR AND ON BEHALF OF THE CUSTOMER:**

<b>NAME:</b>	[REDACTED]
<b>TITLE:</b>	[REDACTED]
<b>SIGNITURE:</b>	[REDACTED]
<b>DATE:</b>	8/1/19

