



Crown
Commercial
Service

Order Form

Contract Reference: CCCS21A12 - Provision of COVID-19
Campaign Media Auditing

Order Form

CALL-OFF REFERENCE: CCCS21A12 – Provision of Covid-19 Campaign Media Auditing

THE BUYER: The Cabinet Office

BUYER ADDRESS: 1 Horse Guards Road, London SW1A 2HQ

THE SUPPLIER: Media Sense Communications Limited

SUPPLIER ADDRESS: Tennyson House, London W1W 5PA

REGISTRATION NUMBER: 6823323

DUNS NUMBER: 211537877

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables. The contract will be for an initial 27 Week period commencing from Friday 17th September 2021 and shall initially expire on Thursday 31st March 2022 with an expressed option to extend this contract by up to the Friday 31st March 2023 at the sole discretion of the Contracting Authority.

It's issued under the Framework Contract with the reference number RM6135 – Communication Performance, Audit and Analysis for the Provision of Covid-19 Campaign Media Auditing.

CALL-OFF LOT(S):

Lot 1 - Contract and Pricing Compliance

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) RM6135

3. The following Schedules in equal order of precedence:

- Joint Schedules for RM6135
 - 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 RM6135
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 16 (Benchmarking)
 - Call-Off Schedule 20 (Call-Off Specification – Statement of Requirements)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6135
6. 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.

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

N/A

CALL-OFF START DATE: Wednesday 08th September 2021

CALL-OFF INITIAL EXPIRY DATE: Thursday 31st March 2022

EXPRESSED EXTENSION OPTION:

For a further period of 1 year until Friday 31st March 2023. This expressed option can only be executed at the sole discretion of the Contracting Authority.

CALL-OFF DELIVERABLES

Refer to Call-Off Schedule 20 (Call-Off Specification – Statement of Requirements)

MAXIMUM LIABILITY

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

CALL-OFF CHARGES

REDACTED

REIMBURSABLE EXPENSES

N/A – All expenses are incorporated into the charging outlined in Call-Off Schedule 5 (Pricing Details)

PAYMENT METHOD

- Payment will be made via BACS into the Supplier Account within thirty (30) days of receipt of a valid invoice;
- Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- Work to commence on receipt of a valid PO number. Invoices are to be submitted monthly in arrears.

BUYER'S INVOICE ADDRESS:

REDACTED

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

BUYER'S ENVIRONMENTAL POLICY

Available online at <https://www.gov.uk/government/publications/cabinet-office-environmental-policy-statement>

BUYER'S SECURITY POLICY

Available online at <https://www.gov.uk/government/publications/security-policy-framework>

SUPPLIER'S AUTHORISED REPRESENTATIVE AND CONTRACT MANAGER

REDACTED

PROGRESS REPORT FREQUENCY

Weekly, each Friday.

PROGRESS MEETING FREQUENCY

Details in Schedule 20 (Call-Off Specification – Statement of Requirements)

KEY STAFF

Details in Call-Off Schedule 7 (Key Supplier Staff)

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

REDACTED

SERVICE CREDITS

N/A

ADDITIONAL INSURANCES

N/A

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:	14/09/2021	Date:	10/09/2021