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

Order Form

CALL-OFF REFERENCE:	DDaT24244
THE BUYER:	UK Research and Innovation – Innovate UK
BUYER ADDRESS	Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1FL
THE SUPPLIER:	L.A. International Computer Consultants Ltd
SUPPLIER ADDRESS:	International House, Festival Way, Stoke-On-Trent, ST1 5UB
REGISTRATION NUMBER:	01633646

Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated 17/06/2024.

It's issued under the Framework Contract with the reference number DDaT24244 for the provision of a Data Engineer.

Call - off Lot(s):

Lot 1 - Digital, Data and Technology

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)
3. The following Schedules in equal order of precedence:

- Joint Schedules for DDaT24244
  - Joint Schedule 2 (Variation Form)
  - Joint Schedule 3 (Insurance Requirements)
  - Joint Schedule 4 (Commercially Sensitive Information)
  - Joint Schedule 10 (Rectification Plan)
- Call-Off Schedules for DDaT24244
  - Call-Off Schedule 5 (Pricing Details)
  - Call-Off Schedule 7 (Key Supplier Staff

4. CCS Core Terms (version 3.0.4)

5. Joint Schedule 5 (Corporate Social Responsibility) DDaT24244

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

The following Special Terms are incorporated into this Call-Off Contract:
For Time and Material services, approval of work will be indicated by signature or acceptance of time worked or work record by the Buyer. Signature/Acceptance of such time or work records on behalf of the Buyer shall denote acceptance and satisfactory performance of the services performed and of any
deliverables and shall be conclusive as to number of days services performed. Performance reviews will take place monthly.

For Fixed Price SOW services, the Buyer will sign off the deliverables/services on achievement of a Milestone. Such signoff shall denote acceptance of the services performed and of any deliverables and shall be conclusive as to the satisfactory performance of the services. The Buyer shall provide its acceptance (signoff) or response of any Milestone within 5 days of submission or request for approval of a Milestone Acceptance Certificate and the services shall be deemed accepted where not received within 10 days of submission.

"Milestone" shall mean a part of the service/deliverable and/or a date/month, included in the Statement of Work for completion of that stage of or part of the services.

CALL - OFF START DATE: 17/06/2024
CALL – OFF EXPIRY DATE: 02/06/2025
CALL – OFF INITIAL PERIOD: [redacted]

The [redacted] Days above includes [redacted] free days offered by the Supplier and shall only be utilised by the Buyer at the end of the paid for days i.e. days 239-244 of the delivery.

Call – off Deliverables

[redacted]

[redacted]

Maximum Liability

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

The supplier shall not be liable for any claims or losses arising from the negligent acts, omissions, or wilful default.

Call – off Charges

The maximum value of this is contract is [redacted] excluding VAT.

Reimbursable Expenses

None

Payment Method

All invoices must be sent, quoting a valid Purchase Order Number (PO Number), to:

[redacted]

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.

Payment Method is via BACS.

Where a purchase order has not been provided to the Supplier by the Call-off start date, the Buyer shall provide the Supplier with a purchase order in sufficient time to enable the Supplier invoice for the services provided under this Call-off contract.

For the avoidance of doubt, the Buyer shall remain responsible for making payment for services required by the Buyer and provided by the Supplier under the Call-off contract where a purchase order has not been provided.

Buyer’s Invoice Address:

UK Research and Innovation – Innovate UK
Polaris House, North star Avenue, Swindon, Wiltshire, SN2 1FL
[redacted]

Buyer’s Authorised Representative

[redacted]

Buyer’s Environmental Policy

UKRI Environmental Sustainability Strate

Supplier’s Authorised Representative

[redacted]

Supplier's Contract Manager

[redacted]

Progress Report Frequency

Progress Report Meetings will be held weekly.

Key Staff

[redacted]

Key subcontractor(s)

Not Applicable

Contract Break Clause

The contracting authority reserve the right to terminate the contract early, 31/05/2025 subject to budgetary approval. The buyer will provide a minimum of 30 days' notice from the intended break clause date.

Commercially Sensitive Information

Pricing Information submitted for this requirement.

Service Credits

Not applicable

Additional Insurances

Not applicable

Guarantee

Not applicable

Social Value Commitment

As per PROJ1.5 of tender documentation for the award of DDaT24244 – Lot 1.

[redacted]