

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

CALL-OFF REFERENCE:	26058
THE BUYER:	Department for Work and Pensions
BUYER ADDRESS	Caxton House Tothill Street London SW1 9NA
SUPPLIER REFERENCE	RM6116-LOT-4C-SABIO LTD-001
THE SUPPLIER:	Sabio Ltd.
SUPPLIER ADDRESS:	12 th Floor, Blue Fin Building 110 Southwark Street London SE1 10SU
REGISTRATION NUMBER:	03644452
DUNS NUMBER:	236492265
SID4GOV ID:	Not known

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 29TH September 2023
It's issued under the Framework Contract with the reference number RM6116 for the provision of Network Services.

CALL-OFF LOT(S):
Lot 4C

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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) RM6116
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6116
 - 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 RM6116
 - 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 6 (ICT Services)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery) amended for a Bronze Contract as per paragraph 10 of Part A of that Schedule
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6116
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 START DATE:**29th September 2023**

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CALL-OFF EXPIRY DATE: 31 March 2024

CALL-OFF INITIAL PERIOD: 6 Months

CALL-OFF OPTIONAL EXTENSION PERIOD N/A

MINIMUM PERIOD OF NOTICE FOR WITHOUT REASON TERMINATION 90 days

CATALOGUE SERVICE OFFER REFERENCE RM6116-LOT-4C-SABIO LTD-001

CALL-OFF DELIVERABLES VIA DIRECT AWARD

See details in Call-Off Schedule 20 (Call-Off Specification)

MAXIMUM LIABILITY

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

The Estimated maximum Year 1 Charges used to calculate liability in the first Contract Year is £2,082,008.40 Inclusive of VAT Estimated Charges in the first 12 months of the Contract £2,082,008.40.

CALL-OFF CHARGES

The maximum total contract value will be £2,082,008.40 Inclusive of VAT. The initial billing milestone value will be [REDACTED] Inclusive of VAT

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)
The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law
- [Benchmarking using Call-Off Schedule 16 (Benchmarking)]

REIMBURSABLE EXPENSES

N/A

PAYMENT METHOD

Bacs monthly in arrears

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BUYER'S INVOICE ADDRESS:

[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

The Contracting Authority is committed to a 100% reduction of greenhouse gas emissions and requires the successful Supplier under this procurement to demonstrate an organisational commitment to the 'Net Zero' target. Further information can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1054373/Guidance-on-adopting-and-applying-PPN-06_21- -Selection-Criteria-Jan22_1_.pd](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1054373/Guidance-on-adopting-and-applying-PPN-06_21_-_Selection-Criteria-Jan22_1_.pdf)

BUYER'S SECURITY POLICY

The Supplier Staff will use Buyer supplied equipment eg: laptop and will use Buyer supplied environments and repositories. Therefore, the Buyer acknowledges that the requirements for the Supplier to provide, or update, a Security Management Plan as detailed in Call-Off Schedule 9 (Security) are not required for this Call-off Contract. Any change to this arrangement will be subject to a change to this Call-Off Contract in accordance with the Variation process.

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED] – [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Monthly on the first Working Day of each month

KEY STAFF

Buyer guidance: Review Call-Off Schedule 7 (Key Supplier Staff)]

Not Applicable

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

As part of our commitment to Social Values, Sabio allocates 1,700 days on an annual basis to supporting local communities through employee volunteer days. One of our established relationships is with Mustard Tree, who operate across Manchester providing assistance such as food, clothing, furniture, and training to vulnerable individuals, including people that are at risk of homelessness, in recovery from addiction, ex-offenders, refugees, asylum seekers, and those facing mental health challenges. As part of our commitment to this contract, Sabio will utilise up to 20 of our company volunteer days to work with Mustard Tree in Manchester as ambassadors for the DWP and Sabio.

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	