



ORDER FORM

I. Order Form

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| 1. Contract Reference | CPD4124191 | |
| 2. Buyer | <p>The Secretary of State for Levelling Up, Housing and Communities (The Buyer)</p> <p>Fry Building, 2 Marsham Street, London, SW1P 4DF</p> | |
| 3. Supplier | Hopscotch Consulting Ltd, The Embassy Tea House, Second Floor, 195-205 Union Street, London, SE1 0LN | |
| 4. The Contract | <p>This Contract between the Buyer and the Supplier is for the supply of Deliverables.</p> <p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions") and Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p> <p><i>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.</i></p> | |
| 5. Deliverables | Goods | None |
| | Services | To develop a set of educational materials that will be accessible to the public via the National Windrush Monument website, in line with the requirements set out in Annex 2 – Specification. |
| 6. Specification | The specification of the Deliverables is as set out in Annex 2 Specification and in the Supplier's tender as set out in Annex 4 Supplier Tender. | |
| 7. Start Date | 17 th April 2023 | |
| 8. Expiry Date | 31 st March 2024 | |
| 9. Extension Period | Not applicable | |

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| 10. Optional Intellectual Property Rights ("IPR") Clauses | Not applicable |
| 11. Charges | <p>The total capped limit on the contract value shall be £47,375.00 (excluding VAT).</p> <p>The Charges for the Deliverables shall be as set out in Annex 3 Charges.</p> |
| 12. Payment | <p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.</p> <p>All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to: CLGInvoices@levellingup.gov.uk</p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>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.</p> <p>Payments will be made to Hopscotch Consulting Ltd.</p> <p>If you have a query regarding an outstanding payment please contact our Accounts Payable team by email CLGInvoices@levellingup.gov.uk</p> |
| 13. Data Protection Liability Cap | In accordance with clause 12.5 of the Conditions, the Supplier's total aggregate liability under clause 14.7(e) of the Conditions is no more than the Data Protection Liability Cap, being £500,000 . |
| 14. Progress Meetings and Progress Reports | <p>The Supplier shall attend progress meetings with the Buyer and provide the Buyer with progress reports in line with the frequency and the requirement set out in Annex 2 Specification.</p> <p>Also see clause 7.1 of the Conditions for further details.</p> |

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| 15. Buyer Authorised Representative(s) | For general liaison your contact will continue to be [REDACTED] or, in their absence, [REDACTED] | | | | | | | | |
| 16. Supplier Authorised Representative(s) | For general liaison your contact will continue to be [REDACTED] | | | | | | | | |
| 17. Address notices for | <table border="0"> <tr> <td>Buyer:</td> <td>Supplier:</td> </tr> <tr> <td><i>DLUHC 2 Marsham Street London SW1P4DF</i></td> <td>Hopscotch Consulting Ltd The Embassy Tea House, Second Floor, 195-205 Union Street, London, SE1 0LN</td> </tr> <tr> <td>Attention: [REDACTED]</td> <td>Attention: [REDACTED]</td> </tr> <tr> <td>Email: [REDACTED]</td> <td>Email: [REDACTED]</td> </tr> </table> | Buyer: | Supplier: | <i>DLUHC 2 Marsham Street London SW1P4DF</i> | Hopscotch Consulting Ltd The Embassy Tea House, Second Floor, 195-205 Union Street, London, SE1 0LN | Attention: [REDACTED] | Attention: [REDACTED] | Email: [REDACTED] | Email: [REDACTED] |
| Buyer: | Supplier: | | | | | | | | |
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| Attention: [REDACTED] | Attention: [REDACTED] | | | | | | | | |
| Email: [REDACTED] | Email: [REDACTED] | | | | | | | | |
| 18. Key Staff | Set out in Annex 4 – Supplier Tender | | | | | | | | |
| 19. Procedures and Policies | N/A | | | | | | | | |
| 20. Special Terms | N/A | | | | | | | | |
| 21. Incorporated /terms | <p>The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies:</p> <ul style="list-style-type: none"> a) The cover letter from the Buyer to the Supplier dated 6 April 2023 b) This Order Form c) Any Special Terms (see row 20 (Special Terms) in this Order Form) d) Conditions e) The following Annexes in equal order of precedence: <ul style="list-style-type: none"> i. Annex 1 – Scheduling of Personal Data and Data Subjects | | | | | | | | |

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| | <ul style="list-style-type: none">ii. Annex 2 – Specificationiii. Annex 3 – Chargesf) Annex 4 Supplier Tender, unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer, in its absolute discretion), in which case that part of the Tender will take precedence over the documents above. |
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| Signed for and on behalf of the Supplier | Signed for and on behalf of the Buyer acting as part of the Crown |
| Name: [REDACTED] | Name: [REDACTED] |
| Date: 12 th April 2023 | Date: 14 th April 2023 |
| Signature: [REDACTED] | Signature: [REDACTED] |

- II. Annex 1 – Scheduling of Personal Data and Data Subjects [NOT USED]**
- III. Annex 2 – Specification [REDACTED VERSION ATTACHED]**
- IV. Annex 3 – Charges [REDACTED]**
- V. Annex 4 – Supplier Tender [REDACTED]**
- VI. Annex 5 – Optional IPR Clauses [NOT USED]**