

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

Order Form

CALL-OFF REFERENCE: GSS25025

THE BUYER: Department of Energy Security and Net Zero (DESNZ)

BUYER ADDRESS 3-8 Whitehall Place, London, SW1A 2EG

THE SUPPLIER: IRG Advisors LLP T/A Odgers Berndtson

SUPPLIER ADDRESS: 20 Cannon Street, London, EC4M 6XD

REGISTRATION NUMBER: OC354226

DUNS NUMBER: 216693869

SID4GOV ID: N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated Wednesday 4th June 2025.

It's issued under the Framework Contract with the reference number RM6290 Executive & Non-Executive Recruitment Services for the provision of a Recruitment Campaign.

CALL-OFF LOT(S):
Lot 3

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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) RM6290
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

- **Joint Schedules for RM6290**

- Joint Schedule 1 (Definitions)
- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 5 (Corporate Responsibility)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)

- **Call-Off Schedules for RM6290**

- Call-Off Schedule 2 (Staff Transfer)
- Call-Off Schedule 4 (Call-Off Tender)
- Call-Off Schedule 5 (Pricing Details)
- Call-Off Schedule 7 (Key Supplier Staff)
- Call-Off Schedule 20 (Call-Off Specification)

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

Not Applicable

CALL-OFF START DATE: 5th June 2025

CALL-OFF EXPIRY DATE: 4th June 2027

CALL-OFF INITIAL PERIOD: 2 years with no option to extend

CALL-OFF DELIVERABLES

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.

Framework Ref: RM6290

Project Version: v1.0

Model Version: v3.9

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The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £70,000.00 excluding VAT.

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

The Supplier shall submit an invoice within 30 days of supplying the Supplies and or performing Services to the satisfaction of the Contracting Authority. The invoice shall show the amount of VAT payable and bear the Purchase Order number. Save where an invoice is disputed, the Contracting Authority shall pay the Contractor within 30 days of receipt of an invoice via BACS payment.

If you have a query regarding an outstanding payment, please contact our accounts payable section either by email to ap@uksbs.co.uk or by telephone 01793 867004 between 09:00 and 17:00 Monday to Friday.

The Supplier must facilitate payment by the Buyer of the Charges under a Call-Off Contract under any method agreed with the Buyer in the Order Form.

The Supplier must facilitate a change of payment method during the term of any Call-Off Contract.

The Supplier shall not charge the Buyer for a change in payment method during the term of the Call-off Contract.

Payment shall be made via BACS

Invoices payable upon receipt of invoice and Purchase Order.

Payment shall be made on Acceptance of the deliverables

BUYER'S INVOICE ADDRESS:

All invoices should be sent to ap@uksbs.co.uk with the following address: UKSBS, Queensway House, West Precinct, Billingham, TS23 2NF

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]

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BUYER'S ENVIRONMENTAL POLICY

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

BUYER'S SECURITY POLICY

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

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]

PROGRESS REPORT FREQUENCY

Monthly

PROGRESS MEETING FREQUENCY

Monthly

KEY STAFF

[REDACTED]
[REDACTED]
[REDACTED]

COMMERCIALLY SENSITIVE INFORMATION

See details in Joint Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

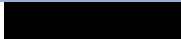

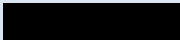
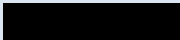


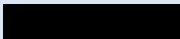
Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

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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:	