

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

Order Form

CALL-OFF REFERENCE:	CPD4122276
THE BUYER:	Department for Levelling Up, Housing and Communities
BUYER ADDRESS	2 Marsham Street, London, SW1P 4DN
THE SUPPLIER:	thebigword Group Limited
SUPPLIER ADDRESS:	The Brainworks, 4 Royds Close, Wortley, Leeds. LS126LL
REGISTRATION NUMBER:	5551907
DUNS NUMBER:	[Insert] if known]
SID4GOV ID:	[Insert] if known]

This Order Form is for the provision of the Call-Off Deliverables and dated 16th March. It's issued under the Framework Contract with the reference number RM6141 Language Services for the provision of Translation services.

CALL-OFF LOT(S):
Lot 2 – Translation, Transcription and Ancillary Services

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) RM6141
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6141
 - 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 RM6141
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
4. CCS Core Terms (version 3.0.8)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6141
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:

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None

CALL-OFF START DATE: 16th March 2022

CALL-OFF EXPIRY DATE: 15th August 2022

CALL-OFF INITIAL PERIOD: 6 Months

CALL-OFF DELIVERABLES

Translation of written documents provided to support the Ukrainian resettlement programme including but not limited to Welcome pack. Delivery time to be agreed on assignment by assignment basis.

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MAXIMUM LIABILITY

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

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £15,000 (exc VAT).

CALL-OFF CHARGES

Based on Framework rate card for translation per word dependent on language required, technicality of language required and any additional charges for expedited service – to be agreed on individual request basis in writing.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

By purchase order – Number to be provided by Buyer for individual assignments.

BUYER'S INVOICE ADDRESS:

CP2P Team, MHCLG, 4th
Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN.
Email address: CLGInvoices@communities.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

BUYER'S ENVIRONMENTAL POLICY

Not applicable

BUYER'S SECURITY POLICY

BPSS clearance required

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

The Brainworks

4 Royds Close

Lower Wortley

Leeds

Ls12 6LL

SUPPLIER'S CONTRACT MANAGER

REDACTED

**The Brainworks
4 Royds Close
Lower Wortley
Leeds
Ls12 6LL**

PROGRESS REPORT FREQUENCY
As agreed on assignment by assignment basis

PROGRESS MEETING FREQUENCY
As agreed on a assignment by assignment basis

KEY STAFF
[Insert] name]
[Insert] role]
[Insert] email address]
[Insert] address]

KEY SUBCONTRACTOR(S)
[Insert] name (registered name if registered)]

COMMERCIALLY SENSITIVE INFORMATION
Not applicable

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:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	CHIEF COMMERCIAL OFFICER	Role:	Deputy Commercial Director
Date:	16/03/2022	Date:	16/03/2022

