



Department for Levelling Up,
Housing & Communities

Section II Order Form

1. Contract Reference	Grenfell Video Production Services (CPD4126169)	
2. Buyer	The Department for Levelling Up, Housing, and Its offices are on: 2 Marsham Street, London, SW1P 4DF In entering into this Contract, the Buyer is acting as part of the Crown and the Supplier shall be treated as contracting with the Crown as a whole.	
3. Supplier	Big Small TV Limited , company number 05808692, Studio 33 Riverside Trinity Buoy Wharf, London, England, E14 0FP	
4. The Contract	This Contract between the Buyer and the Supplier is for the supply of Deliverables. 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. Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.	
5. Deliverables	Goods	None.
	Services	As set out <ul style="list-style-type: none">in Annex 6 - services
6. Specification	N/A	
7. Start Date	12 th July 2024	
8. Expiry Date	11 th July 2027	
9. Extension Period	The Buyer may extend the Contract on two occasions, for a period of up to 12 Months, by giving not less than 10 Working Days' notice in writing to the Supplier prior to the Expiry Date. The Conditions of the Contract shall apply throughout any such extended period.	
10. Buyer Cause	Any Material Breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier.	
11. Optional Intellectual Property Rights	N/A	

(“IPR”) Clauses	
12. Charges	The Charges for the Deliverables shall be as set out in Annex 3 - charges
13. 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: xxxxxxxxxx</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 Big Small TV Limited, xxxxxxxxxx</p> <p>If you have a query regarding an outstanding payment please contact our Accounts Payable team either email to: xxxxxxxxx</p>
14. Data Protection Liability Cap	In accordance with clause 12.6 of the Conditions, the Supplier’s total aggregate liability under clause 14.7.5 of the Conditions is no more than the Data Protection Liability Cap, being xxxxxxxxx
15. Progress Meetings and Progress Reports	N/A
16. Buyer Authorised Representative(s)	<p>For general liaison your contact will continue to be xxxxxx, Contract Manager, xxxxxxxx</p> <p>or, in their absence, xxxxxxxxxx</p>
17. Supplier Authorised Representative(s)	<p>For general liaison your contact will continue to be xxxxxx</p> <p>or, in their absence,</p>

iii. Annex 6 - Services

Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer acting on behalf of the Crown
Name: xxxxxxxxxx Managing Director	Name: xxxxxxxxxxxxxx Deputy Director Commercial
Date: xxxxxxxxxx	Date: xxxxxxxxxx
Signature: xxxxxxxxx	Signature: xxxxxxxxxxxxxxxxx