



Crown  
Commercial  
Service

## Order Form

Contract Reference: CCZP22A03 STEM ReCharge Contract

## Order Form

ORDER REFERENCE	CCZP22A03
THE BUYER	Cabinet Office
BUYER ADDRESS	70 Whitehall, London, SW1A 2AS
THE SUPPLIER	Women Returners Ltd
SUPPLIER ADDRESS	20-22 Wenlock Road, London, N1 7GU
REGISTRATION NUMBER	9028108
DUNS NUMBER	220116830
DPS SUPPLIER REGISTRATION SERVICE ID	N/A

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables set out in Order Schedule 4 (Order Tender).

It is issued under the DPS Contract with the reference number CCZP22A03 for the provision of RM6219 Learning and Training Services.

DPS FILTER CATEGORY(IES) Bespoke Training

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## ORDER INCORPORATED TERMS

The following documents are incorporated into this Order 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
2. Joint Schedule 1 (Definitions) for RM6219
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6219
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 10 (Rectification Plan)
  - Order Schedules for RM6219
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 5 (Pricing Details)
    - Order Schedule 7 (Key Supplier Staff)
    - Order Schedule 8 (Business Continuity and Disaster Recovery)
    - Order Schedule 9 (Security Management)
    - Order Schedule 20 (Order Specification)
4. CCS Core Terms (DPS version) v1.0.3
5. Joint Schedule 5 (Corporate Social Responsibility) for RM6219
6. Order Schedule 4 (Order Tender) as long as any parts of the Order 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 Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

ORDER START DATE	01 February 2023
ORDER EXPIRY DATE	31 July 2024
ORDER INITIAL PERIOD	Eighteen (18) Months
DELIVERABLES	See details in Order Schedule 4 (Order Tender)
MAXIMUM LIABILITY	The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms. The

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Estimated Year 1 Charges used to calculate liability in the first Contract Year is £86,750.

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details), including total Contract price of £150,000.

REIMBURSABLE EXPENSES      None

PAYMENT METHOD

- 1.1 The Supplier shall invoice the Authority as specified in the Contract. Each invoice shall include such supporting information required by the Authority to verify the accuracy of the invoice, including the relevant Purchase Order and a breakdown of the services supplied in the invoice period.
- 1.2 Payment can only be made following satisfactory delivery of pre-agreed activity, outputs and targets. Where the Supplier fails to meet one or more milestones, but incurs a financial loss, then the Authority may consider the use of service credits where a business case has been provided by the Supplier.
- 1.3 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 1.4 Invoices should be submitted to the Authority via email to the Head of Return to Work Policy and Equality Hub Finance Mailbox (see below).

BUYER

AUTHORISED REPRESENTATIVE      **REDACTED TEXT under FOIA Section 40, Personal Information.**

INVOICE ADDRESS

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

SECURITY POLICY

Appended at Order Schedule 9

ENVIRONMENTAL POLICY

Cabinet Office Environmental Policy Statement can be found at:

<https://www.gov.uk/government/publications/cabinet-office-environmental-policy-statement>

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## SUPPLIER

### AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

### CONTRACT MANAGE

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

### KEY SUBCONTRACTOR

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

## MANAGEMENT

### GOVERNANCE

The Supplier will submit a progress report at least 1-2 days before each governance meeting. Meetings will be scheduled on a fortnightly or monthly basis, depending on the phase of the pilot.

### COMMERCIALLY SENSITIVE INFORMATION

Not applicable

### SERVICE CREDITS

Not applicable

### ADDITIONAL INSURANCES

Not applicable

### GUARANTEE

Not applicable

### SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Order Contract, that it will comply with the social value commitments in Order Schedule 20 (Order Specification).

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For and on behalf of the Supplier		For and on behalf of the Buyer	
Signature	REDACTED TEXT under FOIA Section 40, Personal Information.	Signature	REDACTED TEXT under FOIA Section 40, Personal Information.
Name	REDACTED TEXT under FOIA Section 40, Personal Information.	Name	REDACTED TEXT under FOIA Section 40, Personal Information.
Role	REDACTED TEXT under FOIA Section 40, Personal Information.	Role	REDACTED TEXT under FOIA Section 40, Personal Information.
Date	REDACTED TEXT under FOIA Section 40, Personal Information.	Date	REDACTED TEXT under FOIA Section 40, Personal Information.

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