

Framework Schedule 6 (Direct Award short order form template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE:	W0454
THE BUYER:	Intellectual Property Office
BUYER ADDRESS	Concept House, Cardiff Road, Newport, NP10 8QQ
THE SUPPLIER:	Reed Specialist Recruitment Ltd
SUPPLIER ADDRESS:	Academy Court, 94 Chancery Lane, London WC2A 1DT
REGISTRATION NUMBER:	06903140

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 10th July 2023

It's issued under the Framework Contract with the reference number RM6229 for the provision of Permanent Recruitment Services.

CALL-OFF LOT(S):

Lot 2: Non Clinical General Recruitment

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
2. Joint Schedule 1(Definitions and Interpretation) **RM6229**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6229**
 - 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)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for **RM6229**
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6229**

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 START DATE: 10/07/2023

CALL-OFF EXPIRY DATE: 09/07/2024

GDPR POSITION

Independent Controller

MAXIMUM LIABILITY

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

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification) – Appendix A

CALL-OFF CHARGES

Fee (% of Salary)	
Up to £20,000	10%
£20,001 to £40,000	11%
£40,001 to £60,000	12.50%
£60,001 to £80,000	15%
Over £80,000	16%

**all fees are subject to VAT*

Scale of Rebate (%)	
Up to 2 weeks	100%
Up to 3 weeks	100%
Up to 4 weeks	100%
Up to 6 weeks	50%
Up to 8 weeks	50%
Up to 10 weeks	25%
Up to 12 weeks	25%

Guarantee of satisfaction

In the event of a Candidate leaving the Client's employment within a specified period after commencement for any reason other than redundancy or material change to the Position, Reed offers a Guarantee of Satisfaction as set out above .

The Guarantee of Satisfaction shall not apply (i) where the Client has not paid the permanent introduction fee or (ii) where the Client has failed to notify Reed of the Candidate's termination of employment in writing within 7 days of such termination; or (iii) to fixed term contract placements, fixed term contract to permanent conversions, or temporary to permanent conversions; or (iv) to the deposit paid in a deposit arrangement (for the purposes of calculating any rebate, the amount of the final instalment shall be deemed to be the permanent introduction fee); or (v) to engagements which are not notified to Reed.

PAYMENT METHOD

Payment will be made via BACS

BUYER'S INVOICE ADDRESS:

Accounts Payable

Payables@ipo.gov.uk

Concept House, Cardiff Road, Newport, NP10 8QQ



Signed by an authorised signatory for and behalf of the Supplier

Supplier_Signature

For and on behalf of the Buyer

Contracting_Authority_Signature