

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

Order Form

CALL-OFF REFERENCE:	C324859
THE BUYER:	UK Health and Security Agency
BUYER ADDRESS	10 South Colonnade Canary Wharf London E14 4PU
THE SUPPLIER:	Perret Laver Limited
SUPPLIER ADDRESS:	9th Floor One Embassy Gardens, London, London, England, SW11 7BW
REGISTRATION NUMBER:	04337808
DUNS NUMBER:	423501209

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 7th January 2025

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

CALL-OFF LOT(S): Lot 1 Executive Search - Grade 6, SCS1 & SCS2 (and equivalents)

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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
2. Joint Schedule 1(Definitions and Interpretation) **RM6290**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6290**
 - 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 **RM6290**
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6290**

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: **08 January 2025**

CALL-OFF EXPIRY DATE: **27 June 2025**

GDPR POSITION

Independent Controller (default unless specified); or Controller to Processor; or Joint Controller

MAXIMUM LIABILITY

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

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CALL-OFF DELIVERABLES

The supplier will provide a list of candidates who meet the requirements outlined in the job description and candidate pack provided by the Buyer. This includes conducting a comprehensive search, screening, and initial assessment of potential candidates. The Supplier will present these candidates to the Buyer within the agreed upon timeline. The supplier will facilitate interview scheduling with the candidates, provide ongoing updates to the Buyer, and support final negotiations as required.

CALL-OFF CHARGES

£30,000.00 ex VAT are the Charges for the Deliverables to be paid in 3 stages as below:

25% Placement of Advert	£7500.00 ex VAT
25% Shortlist signed off by Buyer (i.e. Buyer has signed off candidates for final stage of recruitment)	£7500.00 ex VAT
50% Appointment and acceptance of candidate	£15,000.00 ex VAT

PAYMENT METHOD

All invoices must be sent, quoting a valid purchase order number (PO Number), to: payables@ukhsa.gov.uk

Within 10 Working Days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

Any queries regarding an outstanding payment please contact our Accounts Payable section either by email or in writing to: Payables@ukhsa.gov.uk

BUYER'S INVOICE ADDRESS:

Accounts Payable;
UK Health Security Agency,
Manor Farm Road,
Porton Down,
Salisbury,
SP4 0JG

Framework Ref: RM6290
Project Version: v1.0
Model Version: v3.8

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BUYER’S AUTHORISED REPRESENTATIVE

Rachel Heron - Commercial Manager
Rachel.heron@ukhsa.gov.uk

BUYER’S CONTRACT MANAGER

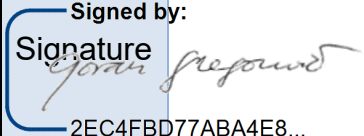
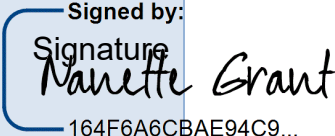
Erin Gilmour - Innovation Business Support Officer
Erin.gilmour@ukhsa.gov.uk

SUPPLIER’S AUTHORISED REPRESENTATIVE

Sarah John
Regional Managing Partner, UKAME
Sarah.John@perrettlaver.com
9th Floor, One Embassy Gardens, London, England, SW11 7BW






SUPPLIER’S CONTRACT MANAGER

Dr Goran Gregorovic
Partner & Sector Lead, Research, Technology & Innovation, UKAME
Goran.Gregorovic@perrettlaver.com
9th Floor, One Embassy Gardens, London, England, SW11 7BW

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
<div><div>Signed by:</div><div>Signature<div></div></div><div>2EC4FBD77ABA4E8...</div></div>		<div><div>Signed by:</div><div>Signature<div></div></div><div>164F6A6CBAE94C9...</div></div>	
Full Name:	Goran Gregorovic	Full Name:	Nanette Grant
Job Title/Role:	Partner and Head, Research, Technology and Innovation, UKAME	Job Title/Role:	Associate Partner, Perrett Laver
Date Signed:	7th January 2025	Date Signed:	8th January 2025
Name:		Name:	
Role:		Role:	
Date:		Date:	

execution by seal / deed where required by the Buyer

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CCS Core Terms (version 3.0.11)	 Core-terms-v3.0.11-1-1.docx
Joint Schedule 1(Definitions and Interpretation)	 RM6290-Joint-Schedule-1-Definitions-v3.1
Joint Schedule 2 (Variation Form)	 RM6290-Joint-Schedule-2-Variation-Form-
Joint Schedule 3 (Insurance Requirements)	 RM6290-Joint-Schedule-3-Insurance-Requ
Joint Schedule 4 (Commercially Sensitive Information)	 RM6290-Joint-Schedule-4-Commercially-S
Joint Schedule 6 (Key Subcontractors)	 RM6290-Joint-Schedule-6-Key-Subcontrac
Joint Schedule 10 (Rectification Plan)	 RM6290-Joint-Schedule-10-Rectification-P
Joint Schedule 11 (Processing Data)	 RM6290-Joint-Schedule-11-Processing-Da
Joint Schedule 5 (Corporate Social Responsibility)	 RM6290-Joint-Schedule-5-Corporate-Soci