



HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM

PART 1 : CLIENT INFORMATION

HEALTH AND SAFETY EXECUTIVE Health & Safety Executive
CUSTOMER

SERVICE ADDRESS Redgrave Court
Bootle
Liverpool
L20 7HS

LINE MANAGER

[REDACTED]
[REDACTED]
[REDACTED]

(timesheet authorisation, as above unless
stated otherwise)

HSE CONTRACT REF NO. 1.11.4.3776

CONTRACTOR Certes Computing Ltd

SERVICE ADDRESS 3 The Courtyard
Roman Way
Coleshill
Birmingham
B46 1HQ

ACCOUNT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]

PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL

[REDACTED]

FRAMEWORK DISCIPLINE AREA

OSD

JOB ROLE / TITLE

Content Designer

JOB DESCRIPTION

(including details if part-time / full-time, hours of work, location)

IR35 ASSESSMENT

COMMENCEMENT DATE

30 November 2020

END DATE

29 January 2021

TERMINATION

A Termination Notice Period of one (1) weeks is applicable to this assignment, unless otherwise agreed in writing between both parties.

PART 3 : FEES / CHARGES

i) DAILY CHARGE RATE APPLICABLE

		No	Candidate	Daily	Total Daily
Date From	To	Days	Daily Rate	Agency Fee	Fee
30/11/2020	29/01/2021	42	£600	£50	£650
Totals			£25,200	£2100	£27,300

ii) TRAVEL AND SUBSISTENCE

Where appropriate, HSE will pay actual and reasonable Travel and Subsistence costs to the contracted Interim Personnel, subject to the prior approval of their HSE Line Manager and in line with the follwing HSE Standard Travel and Subsistence rates.



PART 4 : INVOICING & PAYMENTS

All invoices raised must include the relevant Purchase Order number. Failure to include the Purchase Order Number may delay payment. In all cases ivoices should be submitted to the following address :


INVOICING ADDRESS APinvoices-HAS-U@gov.sscl.com
(electronic only)

PURCHASE ORDER NO. To Be Advised
(to be quoted on all invoices)

PART 5 : SIGNATORIES

By signing and returning this Order Form the Contractor agrees to enter into a legally

IN WITNESS WHEREOF THIS CONTRACT HAS BEEN AGREED:

Signature 

Name in Capitals 

Position 

Date 30/11/2020

Duly authorised to sign on behalf of
CERTES COMPUTING LTD
3 The Courtyard, Roman Way, Coleshill, Birmingham, B46 1HQ



Signature 

Name in Capitals 

Position 

Date 27.11.2020

Duly authorised to sign on behalf of the
HEALTH AND SAFETY EXECUTIVE
2.3 Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS