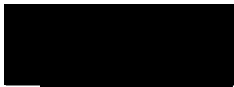# Framework Schedule 6a (Short Order Form Template and Call-Off Schedules) (Not for profit – Wider Public Sector)

Buyer/Client guidance - this Framework Schedule 6a (Short Order Form Template and Call-Off Schedules) can be used under lots 1 - 6 only, in instances where a Contract is awarded via Direct Award, and no changes are made to the Framework standard Terms and Conditions as detailed this Framework Schedule 6a, and the Specification is in line with Framework Schedule 1 (Specification). If a Contracting Authority wish to run a further competition, wish to use Framework Lot 7, or wish to make any adjustments to Terms and Conditions or Specification, then Framework Schedule 6 - Order Form Template should be used.

Order Form

CALL-OFF REFERENCE:	*Department of Health and Social Care*
THE BUYER/CLIENT:	████████
BUYER/CLIENT ADDRESS	Area 2SE, Quarry House, Leeds, LS2 7UE
THE MICHAEL PAGE:	████████
MICHAEL PAGE ADDRESS:	Page House 200 Dashwood Lang Road Weybridge Surrey KT15 2NX
REGISTRATION NUMBER:	04130921
DUNS NUMBER:	22-111-7117

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.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form **starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block.**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated *[17/10/2023]*.

It's issued under the Framework Contract with the reference number RM6277 for the provision of Non Clinical Staff.

CALL-OFF LOT(S):
*(Michael Page – Please **delete** those that don't apply)*
[Lot 2 - Corporate Functions]

CALL-OFF INCORPORATED TERMS

This is a Bronze Contract.

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) RM6277
3. The following Schedules in equal order of precedence:

    - Joint Schedules for RM6277
        - Joint Schedule 2 (Variation Form)
        - Joint Schedule 3 (Insurance Requirements)
        - Joint Schedule 4 (Commercially Sensitive Information)
        - Joint Schedule 7 (Financial Difficulties including Annex 5 Optional Terms for Bronze Contracts)
        - Joint Schedule 10 (Rectification Plan)
        - Joint Schedule 11 (Processing Data)

    - Call-Off Schedules for RM6277
        - Call-Off Schedule 1 (Transparency Reports)
        - Call-Off Schedule 2 (Staff Transfer)
        - Call-Off Schedule 3 (Continuous Improvement)

4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6277

No other Michael Page 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: **[23/10/2023]**

CALL-OFF EXPIRY DATE: **[31/01/2024**

CALL-OFF DELIVERABLES
The provision of Non Clinical Temporary staff or any other temporary staff or fixed term workers – ███████████
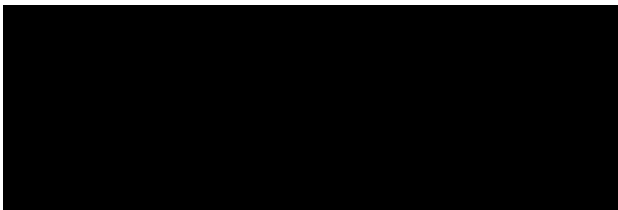
VETTING
As a Central Government Client or Agency, the framework requires the supplier to provide Baseline Personnel security Standard checks - *Basic Level DBS*

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.

███████████████████

PAYMENT METHOD & INVOICING
All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to AccountsPayable@dhsc.gov.uk
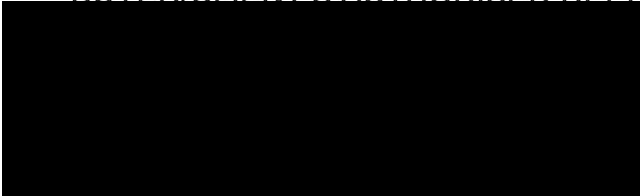
PAYMENT TERMS
30 days from date of invoice

BUYER/CLIENT'S INVOICE ADDRESS:
███████████████

BUYER/CLIENT'S AUTHORISED REPRESENTATIVE
███████████████

MICHAEL PAGE'S AUTHORISED REPRESENTATIVE & CONTRACT MANAGER
███████████████