



Framework Schedule 6 (Order Form and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE:	CDP/004/124/134
THE BUYER:	The Department for Levelling Up, Housing & Communities
BUYER ADDRESS	1 st Floor, Fry Building, 2 Marsham Street, London, SW10 4DE
THE SUPPLIER:	K-International Ltd
SUPPLIER ADDRESS:	14 Davy Avenue, Knowlhill Milton Keynes MK5 8PL
REGISTRATION NUMBER:	02722328
DUNS NUMBER:	345724223



APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 14 October 2022.

It's issued under the Framework Contract with the reference number RM6141 the provision of Language Translation Services.

CALL-OFF LOT(S):

Lot 2



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 including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) RM6141
3. The following Schedules in equal order of precedence:
 - Framework Schedules for RM6141
 - Framework Schedule 3 – (Framework Prices)
 - Joint Schedules for RM6141
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for RM6141
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
4. CCS Core Terms (version 3.0.8)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6141
6. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off 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 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 SPECIAL TERMS:

None

CALL-OFF START DATE: 14 October 2022

CALL-OFF EXPIRY DATE: 13 October 2023

CALL-OFF INITIAL PERIOD: 1 Year (Twelve Months)



CALL-OFF DELIVERABLES

Option A:

- High quality, reliable translations in the multiple languages spoken within the Grenfell community of bereaved, survivors and residents.
- Timely provision – work to be delivered within 5 working days or less, of request
- Confidential – all documents relating to the Grenfell community and government are highly sensitive

The key languages used are, but not limited to: Amharic, Arabic, Farsi, Italian, Portuguese, Somali, Spanish, Tagalog, Tigrinya, and Vietnamese.

Supplier will need to be able to provide translation in all of the languages specified. The supplier is required to format translations in the given style of either DLUHC or the Grenfell Tower Memorial Commission. This may also include inserting website links. Formatting non-QWERTY scripts.

There may be occasion when live translation is required to assist with meetings. Delivery timeframe is a key requirement – some requests will come with little or no notice period and will require a very short turnaround (e.g., >3 days) to deliver urgent messaging and co-ordinate delivery of all languages at a single timepoint.

The supplier will need to be responsible for ensuring that all staff and contractors handling material from DLUHC and Grenfell Tower Memorial Commission maintain full confidentiality. All information is highly sensitive and must not be shared. The supplier will be expected to be able to respond to any challenges on translation – this is extremely rare but is possible especially given the nature of some of the content.

MAXIMUM LIABILITY

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

CALL-OFF CHARGES

REDACTED

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)]

REIMBURSABLE EXPENSES

Recoverable as stated in the Framework Contract

PAYMENT & INVOICING DETAILS



Payment will be made following satisfactory delivery of deliverables and to be paid within 30 (thirty) calendar days.

All invoices must be sent, quoting a valid purchase order number (PO Number), CLGInvoices@levellingup.gov.uk. Or at the following address:

CP2P Team, MHCLG, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN

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.

If you have a query regarding an outstanding payment, please contact our Accounts Payable section by email to CLGInvoices@levellingup.gov.uk.

between 09:00-17:00 Monday to Friday.

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

Contract Manager
DLUHC

BUYER'S ENVIRONMENTAL POLICY

Not Applicable

BUYER'S SECURITY POLICY

Not Applicable

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

Sales Manager

Warren.bouchier@k-international.com

14 Davy Avenue, Knowlhill, Milton Keynes, MK5 8PL

SUPPLIER'S CONTRACT MANAGER

REDACTED



Chief Operations Officer
14 Davy Avenue, Knowlhill, Milton Keynes, MK5 8PL

PROGRESS REPORT FREQUENCY

This will be on ad-hoc basis and as and when required by the Buyer.

PROGRESS MEETING FREQUENCY

This will be on ad-hoc basis and shall take place as and when required by the Buyer and at such location and time (within normal business hours) as the Buyer shall reasonably require.

KEY STAFF

REDACTED

Account Manager
14 Davy Avenue, Knowlhill, Milton Keynes, MK5 8PL

KEY SUBCONTRACTOR(S)

[Insert] name (registered name if registered)]

COMMERCIALLY SENSITIVE INFORMATION

In accordance with RM6141 Joint Schedule 4 – Commercially Sensitive Information

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

In accordance with Joint Schedule 3 (Insurance Requirements)]

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT















The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in accordance with RM6141 Joint Schedule 5 – Corporate Social Responsibility



For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	Sales Manager	Role:	Commercial Lead
Date:	18/10/2022	Date:	25/11/2022



Schedules & Contract

					
RM6141 Joint	RM6141 Joint	RM6141 Joint	RM6141 Joint	RM6141 Joint	RM6141 Joint
Schedule 11 - (Proces	Schedule 10 - Rectific	Schedule 5 - Corporat	Schedule 4 - Commer	Schedule 3 - Insuranc	Schedule 2 - Variation
					
RM6141 Joint	RM6141 Framework	RM6141 Call-Off	RM6141 Call-Off	RM6141 Call-Off	RM6141 Call-Off
Schedule 1 - (Definitic	Schedule 3 - Framewo	Schedule 5 - Pricing I	Schedule 3 - Continuc	Schedule 2 - Staff Tra	Schedule 1 - Transpar
					
RM6141-Framework	RM6141-Core-Terms				
-Schedule-1-Specifica	-3.0.8.odt				