

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

Order Form

CALL-OFF REFERENCE: **UKEF1266**

THE BUYER: **UK Export Finance**

BUYER ADDRESS **1 Horse Guards Road, London, SW1A 2HQ**

THE SUPPLIER: **Cedar Recruitment Limited**

SUPPLIER ADDRESS: **Elsley Court, 20-22 Great Titchfield Street,
W1W 8BE**

REGISTRATION NUMBER: **04665436**

DUNS NUMBER: **733918762**

SID4GOV ID:

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 **01/02/2024**.

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

CALL-OFF LOT(S):

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 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: 12 February 2024

CALL-OFF EXPIRY DATE: 14 July 2024

CALL-OFF DELIVERABLES

The provision of Non Clinical Temporary staff or any other temporary staff or fixed term workers.

Job Role/Title	Project Manager - ARA
Assignment Type	Fixed Term/Temporary
Hours/Days required	37.5 hours / 5 days a week
Detail on unsocial hours required	N/A
High cost area supplements that may apply	1. None

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Immunisations required	N/A
Pay band (as determined by the rate card)	Band 5
Expenses to be paid or benefits offered	N/A
Expenses to be paid by Temporary Worker	N/A
Criminal Records Checks requirements	Yes
BPSS required	Yes
State any other required clearance and/or background checking	SC Clearance required
State any skills, mandatory training and qualifications necessary for the role (those defined by the Framework Specification apply by default)	

GDPR POSITION

The GDPR provisions for this Call-Off Contract are stated in Joint Schedule 11 – Processing Data, and its annexes.

The contact details of the Relevant Authority's Data Protection Officer are:

██████████ - Information.Access@ukexportfinance.gov.uk

The contact details of the Supplier's Data Protection Officer are:

██████████ **Head of Internal Operations**

Telephone: ██████████ **Email:** ██████████

MAXIMUM LIABILITY

Each Party's total aggregate liability in each Contract Year under each Call-Off Contract (whether in tort, contract or otherwise) is no more than the greater of £1 million or 150% of the Estimated Yearly Charges.

CALL-OFF CHARGES

██████████ excl. VAT (Contractor)

██████████ excl. VAT (Cedar Recruitment)

Maximum TCV: £50,600

PAYMENT METHOD

BACS/Invoices

BUYER'S INVOICE ADDRESS:

Invoices will be sent to UKEF.invoicingteam@ukexportfinance.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

██████████

Head of News and Corporate Communications

██

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Associate Director – Procurement

[REDACTED]

Elsley Court, 20-22 Great Titchfield Street, W1W 8BE

SUPPLIER'S CONTRACT MANAGER

[Insert name]

[Insert role]

[Insert email address]

[Insert address]

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:	[REDACTED]	Name:	[REDACTED]
Role:	Associate Director - Procurement	Role:	Head of Commercial Partnerships, Projects and Policy
Date:	1 st February 2024	Date:	1 st February 2024