

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

Order Form

CALL-OFF REFERENCE:	<i>Redacted under Section 43 of the FOIA</i>
THE BUYER:	Department of Science, Innovation and Technology
BUYER ADDRESS	100 Parliament Street, London, SW1A 2BQ
THE SUPPLIER:	thebigword Group Ltd.
SUPPLIER ADDRESS:	<i>Redacted under Section 40 of the FOIA</i>
REGISTRATION NUMBER:	<i>Redacted under Section 40 of the FOIA</i>
DUNS NUMBER:	<i>Redacted under Section 40 of the FOIA</i>
SID4GOV ID:	N/A

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 05/02/2024. It's issued under the Framework Contract with the reference number RM6141 for the provision of *Redacted under Section 43 of the FOIA*

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:
 - Joint Schedules for RM6141
 - 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 RM6141
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.8)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6141

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

The following Special Terms are incorporated into this Call-Off Contract:

N/A

CALL-OFF START DATE: *Redacted under Section 43 of the FOIA*

CALL-OFF EXPIRY DATE: *Redacted under Section 43 of the FOIA*

CALL-OFF INITIAL PERIOD: *Redacted under Section 43 of the FOIA*

The anticipated Contract end date is *Redacted under Section 43 of the FOIA* , unless terminated or extended by the Buyer in accordance with the terms of the Contract.

The Contract may be extended by mutual agreement, up to a maximum of *Redacted under Section 43 of the FOIA* , if there are unanticipated delays to delivery which

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could not have been reasonably foreseen by the Supplier, or if during delivery the research identifies additional task(s) which had not been previously identified as part of the primary questions yet would contribute to the quality or value of the deliverables. Any extension would be subject to mutual agreement and based on the provided rates and contract terms and conditions, in line with provisions for extension detailed in Public Contract Regulations 20151.

The Contract will not be extended for greater than an additional *Redacted under Section 43 of the FOIA*.

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)]

MAXIMUM LIABILITY

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

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is *Redacted under Section 43 of the FOIA*.

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACS

The Buyer will pay the Supplier the charges within 30 days of receipt by the Buyer of a valid, undisputed invoice, including a detailed breakdown of Deliverables which have been delivered. The Invoice must contain the PO number related to this contract, to be provided by the Buyer. Please also ensure the valid invoice is submitted in line with stated procedures.

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BUYER'S INVOICE ADDRESS:

Department for Science, Innovation and Technology

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100 Parliament St, London, SW1A 2BQ

BUYER'S AUTHORISED REPRESENTATIVE

Redacted under Section 40 of the FOIA

BUYER'S ENVIRONMENTAL POLICY

NOT APPLICABLE

BUYER'S SECURITY POLICY

Please find at: <https://www.gov.uk/government/publications/security-policy-framework>

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted under Section 40 of the FOIA

SUPPLIER'S CONTRACT MANAGER

Redacted under Section 40 of the FOIA

PROGRESS REPORT FREQUENCY

The Supplier is required to provide a written update to DSIT on the *Redacted under Section 43 of the FOIA*.

PROGRESS MEETING FREQUENCY

The frequency of contact will be agreed at the project inception meeting, however weekly project update meetings are required especially during the initial stages of the project and then a minimum requirement of every week once the data to be translated has been sent.

KEY STAFF

Buyer Side:

Redacted under Section 40 of the FOIA

Redacted under Section 40 of the FOIA

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Order Contract, that it will comply with the social value commitments in Order Schedule 4 (Order Tender).

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<i>Redacted under Section 40 of the FOIA</i>	Signature:	<i>Redacted under Section 40 of the FOIA</i>
Name:	<i>Redacted under Section 40 of the FOIA</i>	Name:	<i>Redacted under Section 40 of the FOIA</i>
Role:	<i>Redacted under Section 40 of the FOIA</i>	Role:	<i>Redacted under Section 40 of the FOIA</i>
Date:	<i>Redacted under Section 43 of the FOIA</i>	Date:	<i>Redacted under Section 43 of the FOIA</i>

Executed by DocuSign where required by the Buyer.