

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

### Order Form

CALL-OFF REFERENCE: CCIN22A01

THE BUYER: Department for Digital, Culture, Media & Sport

BUYER ADDRESS 100 Parliament Street  
London SW1A 2BQ

THE SUPPLIER: Sign Solutions (Sign Language Interpreting  
Agency) Ltd

SUPPLIER ADDRESS: Rectory Court, Old Rectory Lane,  
Alvechurch, Birmingham B48 7SX

REGISTRATION NUMBER: 4802772

DUNS NUMBER: 735404381

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

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 13<sup>th</sup> September 2022.

It's issued under the Framework Contract with the reference number RM6141 Language Services for the provision of Non-Spoken Language Services.

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

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CALL-OFF LOT(S):

Lot 4g: Non-spoken Language Services - London

## 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 1 (Definitions)
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for RM6141
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 5 (Pricing Details)
    - 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

N/A

## 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 £17,114.80

## CALL-OFF CHARGES

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

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

if by direct award or if not otherwise used: The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

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- [Indexation]
- [Specific Change in Law]

### REIMBURSABLE EXPENSES

Recoverable as stated in the Framework Contract

### PAYMENT METHOD

BACS

### BUYER'S INVOICE ADDRESS:

Invoices must be compliant and include a valid Contract Reference number and PO number and be sent via email to: REDACTED

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 REDACTED

### BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

### BUYER'S ENVIRONMENTAL POLICY

Not Applicable

### BUYER'S SECURITY POLICY

Not Applicable

### SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

### SUPPLIER'S CONTRACT MANAGER

REDACTED

### PROGRESS REPORT FREQUENCY

Not Applicable

### PROGRESS MEETING FREQUENCY

Not Applicable

### KEY STAFF

REDACTED

### KEY SUBCONTRACTOR(S)

Not Applicable

### COMMERCIALLY SENSITIVE INFORMATION

Not applicable

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

| For and on behalf of the Supplier: |  | For and on behalf of the Buyer: |  |
|------------------------------------|--|---------------------------------|--|
| Signature:                         |  | Signature:                      |  |
| Name:                              |  | Name:                           |  |
| Role:                              |  | Role:                           |  |
| Date:                              |  | Date:                           |  |

