

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

Order Form

CALL-OFF REFERENCE:	C266198
THE BUYER:	Medicines and Healthcare products Regulatory Agency
BUYER ADDRESS	10 South Colonnade, Canary Wharf, London, E14 4PU
THE SUPPLIER:	Michael Page International Recruitment Limited
SUPPLIER ADDRESS:	200 Dashwood Lang Road, Bourne Business Park, Addlestone, Surrey, KT15 2NX
REGISTRATION NUMBER:	04130921
DUNS NUMBER:	221117117

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 13th May 2024.

It's issued under the Framework Contract with the reference number RM6229 for the provision of Permanent Recruitment Services.

CALL-OFF LOT(S): Lot 2: Non-Clinical General Recruitment

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) **RM6229**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6229**
 - 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 **RM6229**
 - 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)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6229**
7. 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

The following Special Terms are incorporated into this Call-Off Contract: None

CALL-OFF START DATE: **13th May 2024**

CALL-OFF EXPIRY DATE: **12th May 2027**

CALL-OFF INITIAL PERIOD: **3 years**

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CALL-OFF DELIVERABLES

The supplier shall identify and recruit highly qualified candidates for roles up to Civil Service grade 7 against a job description and person specification (or equivalent) provided by the customer, for permanent appointments and fixed term appointments.

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 **£50,000**

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

All invoices must be submitted electronically in arrears to: accounts.payable@mhra.gov.uk

The payment method for this Call-Off Contract is BACS.

All invoices must include a valid purchase order number and a detailed description of services delivered.

The Buyer shall pay the Supplier the Charges within 30 days of receipt of a valid, undisputed invoice.

BUYER'S INVOICE ADDRESS:

accounts.payable@mhra.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

Name: **Redacted**

Role: Head of Recruitment and Operations

Email: **Redacted**

Address: 10 South Colonnade, Canary Wharf, London, E14 4PU

BUYER'S ENVIRONMENTAL POLICY

Available online at: [Medicines and Healthcare products Regulatory Agency - GOV.UK](https://www.gov.uk/government/organisations/medicines-and-healthcare-products-regulatory-agency)
(www.gov.uk)

BUYER'S SECURITY POLICY

Available online at: [Medicines and Healthcare products Regulatory Agency - GOV.UK](https://www.gov.uk/government/organisations/medicines-and-healthcare-products-regulatory-agency)
(www.gov.uk)

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted

UK Frameworks Director

Framework Ref: RM6229

Project Version: v1.0

Model Version: v3.8

Redacted

Page House
1 Dashwood Lang Road
Weybridge
Surrey
KT15 2QW

SUPPLIER'S CONTRACT MANAGER

Redacted

UK Frameworks Director

Redacted

Page House
1 Dashwood Lang Road
Weybridge
Surrey
KT15 2QW

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

Redacted

Redacted

KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

Redacted

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

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GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Redacted	Signature:	Redacted
Name:		Name:	
Role:	UK Frameworks Director	Role:	Deputy HR Director
Date:	17.05.2024	Date:	16.05.2024