

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

## Order Form

CALL-OFF REFERENCE: **1.11.4.4277.**

THE BUYER: **The Health and Safety Executive**

BUYER ADDRESS Redgrave Court, Merton Road, Bootle L20 7HS

THE SUPPLIER: **thebigword Group Ltd**

SUPPLIER ADDRESS: The Brainworks, Unit 4 Royds Close, Lower  
Wortley, Leeds LS12 6LL

REGISTRATION NUMBER: 05551907

DUNS NUMBER: 347503489

SID4GOV ID: 276777

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 12<sup>th</sup> October 2022.

It's issued under the Framework Contract with the reference number RM6141 for the Translation of Migrant Workers Content.

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)
  - Call-Off Schedules for RM6141
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 15 Call-Off Contract Management
    - Call-Off Schedule 18 (Background Checks)
    - 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

None

CALL-OFF START DATE: 17<sup>th</sup> October 2022

CALL-OFF EXPIRY DATE: 31<sup>st</sup> December 2022

CALL-OFF INITIAL PERIOD: **2 months, 2 weeks**

## 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 **£5,601.85**

## CALL-OFF CHARGES

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

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

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

All invoices raised must include the relevant Purchase Order number. Failure to include the Purchase Order Number may delay payment. In all cases invoices should be submitted to the below e-mail address.

The Supplier shall send a copy invoice to the HSE Contract Manager identified as authorised representative.

HSE shall make payment of agreed costs, in arrears, within 30 days of the acceptance of the invoice.

Please note: It is extremely important that your invoice is laid out as per the HSE Purchase Order, i.e. Line Numbering and Description.

It must be in pdf format only (flat pdf with no text enabled/embedded/enriched content), using one of the following fonts:-

- TrueType;
- Type 0 (CID); and
- Type 1.

In doing this, you will prevent the invoice being rejected by [REDACTED].

If you are not advised of the PO No. within 5 working days of contract signature, then please contact the HSE authorised representative, who will be able to provide you with an update and details of when the PO will be sent to you.

Please note: HSE Contracts Team are not always made aware of this PO No. and therefore, to contact them will cause an added delay.

All Invoice queries must, in the first instance be taken up with [REDACTED]

[REDACTED]. They can be contacted on [REDACTED]  
(Option 2). Alternatively, you can email them via [REDACTED]

If they are unable to offer you an answer to your queries, then you should contact the HSE authorised representative via email, detailing the Contract Reference No., the PO No. (if you have one), and details of what your queries are.

### BUYER'S INVOICE ADDRESS:

[REDACTED]

[REDACTED]

[REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

Website and Design team

[REDACTED]

Redgrave Court, Merton Road, Bootle L20 7HS

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

[REDACTED]

[REDACTED]

4 Royd's Close, Lower Wortley, Leeds LS12 6LL

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

[REDACTED]

[REDACTED]

4 Royd's Close, Lower Wortley, Leeds LS12 6LL

**PROGRESS REPORT FREQUENCY**

Start and end of scheduled works

**PROGRESS MEETING FREQUENCY**

Start and end of scheduled works

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

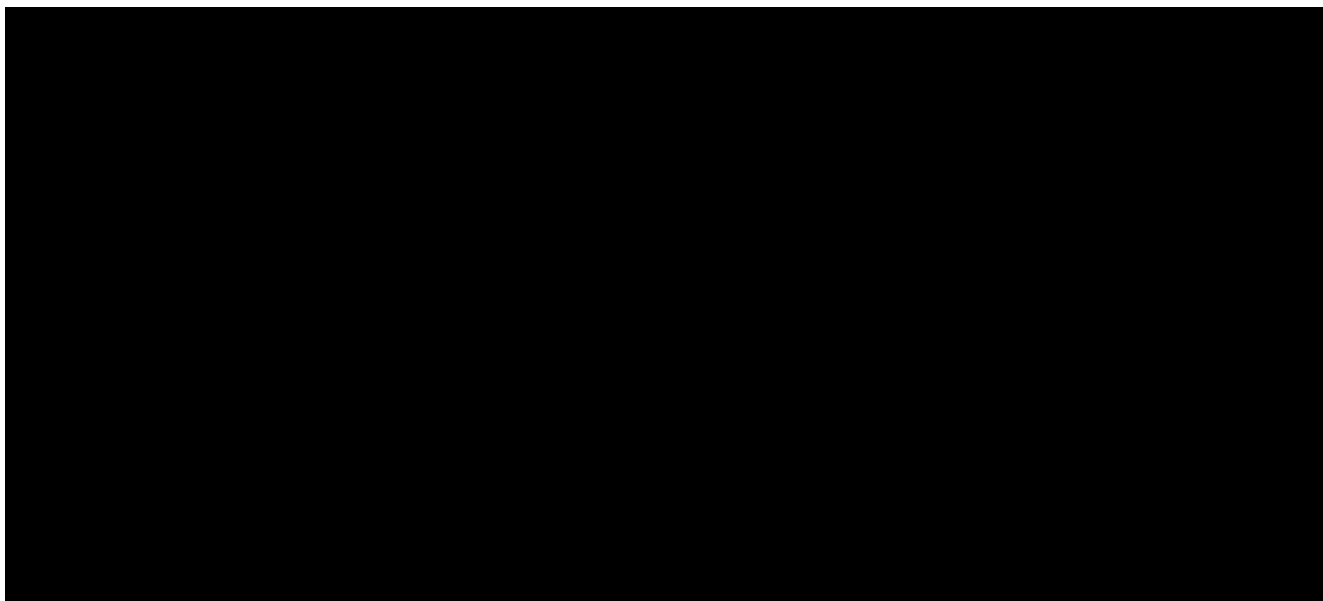
Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable





[execution by seal / deed where required by the Buyer].

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### Schedules

CCS Core Terms (version 3.0.8)	 RM6141-Core-Terms -3.0.8.odt
Joint Schedule 2 (Variation Form)	 RM6141 Joint Schedule 2 - Variatic
Joint Schedule 3 (Insurance Requirements)	 RM6141 Joint Schedule 3 - Insurar
Joint Schedule 5 (Corporate Social Responsibility)	 RM6141 Joint Schedule 5 - Corpor
Call-Off Schedule 5 (Pricing Details)	 Tender for the _ITT_thebigword Grc
Call-Off Schedule 9 (Security)	 RM6141 Call-Off Schedule 9 - Security
Call-Off Schedule 15 (Call off contract management)	 RM6141 Call-Off Schedule 15 - Call O
Call-Off Schedule 18 (Background Checks)	 RM6141 Call-Off Schedule 18 - Backg
Call-Off Schedule 20 (Call-Off Specification)	 Schedule A - SSR - HSET4277.docx

