



Crown  
Commercial  
Service

# **RM6002: Permanent Recruitment Order Form Template (Short Form)**

## Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number RM6002 Permanent Recruitment.

<b>Contract Reference</b>	27296
<b>Buyer Name</b>	[REDACTED]
<b>Buyer Contact</b>	[REDACTED]
<b>Buyer Address</b>	Nobel House 17 Smith Square London SW1P 3JR
<b>Invoice Address (if different)</b>	SSCL, Department for Environment, Food & Rural Affairs PO Box 790, Newport, NP10 8FZ

<b>Supplier Name</b>	IRG Advisors LLP trading as Odgers Berndtson
<b>Supplier Contact</b>	[REDACTED]
<b>Supplier Address</b>	20 Cannon Street, London, EC4M 6XD

<b>Framework Ref</b>	RM6002 (Permanent Recruitment)
<b>Framework Lot</b>	7
<b>Call-Off (Order) Ref</b>	PO to be submitted once contract has been written up and agreed by both parties as per our No Contract No PO terms
<b>Order Date</b>	01/05/19
<b>Call-Off Charges</b>	£11,250
<b>Call-Off Start Date</b>	01/05/19
<b>Call-Off Expiry Date</b>	30/06/19
<b>Extension Options</b>	n/a

### CALL-OFF INCORPORATED TERMS

The Call-Off Contract, including the CCS Core Terms and Joint Schedules' can be viewed in the 'Documents' tab of the Permanent Recruitment framework page on the CCS website:

<https://ccs-agreements.cabinetoffice.gov.uk/contracts/rm6002>

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, or added to, this Order Form, or presented at the time of delivery.

### CALL-OFF DELIVERABLES

<b>The requirement</b>
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Framework Ref: RM6002 Permanent Recruitment

Conduct of recruitment process to fill the position of Permanent Secretary for Defra
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## **PERFORMANCE OF THE DELIVERABLES**

<b>Key Staff</b>
[REDACTED]
<b>Key Subcontractors</b>
N/A

### **1. FORMATION OF CALL OFF CONTRACT**

1.1 BY AGREEING AND RETURNING THIS ORDER FORM (by electronic means) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services.

1.2 The Parties hereby acknowledge and agree that they have read the Order Form and the Call Off Terms and by accepting the order form agree to be bound by this Call Off Contract.

1.3 In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (by electronic means) the receipt of an accepted copy of the Order Form from the Supplier within two (2) Working Days from receipt.