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

**Order Form**

CALL-OFF REFERENCE: **[Insert** UKEF’s contract reference number]

THE UKEF: **[Insert** UKEF’s name]

UKEF ADDRESS [**Insert** business address]

THE SUPPLIER: [**Insert** name of Supplier]

SUPPLIER ADDRESS:[**Insert** registered address (if registered)]

REGISTRATION NUMBER:[**Insert** registration number (if registered)]

DUNS NUMBER: **[Insert** if known]

**APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated [**Insert** date of issue].

It’s issued under the Framework Contract with the reference number **[Insert]** for the provision of [**Insert** name of services].

**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)
3. The following Schedules in equal order of precedence:

[**UKEF guidance: delete** any highlighted Schedules that you do not need for this Call-Off Contract. **Add** any additional Schedule needed, providing it is within scope of the framework agreement. **Remove** any highlighting remaining before finalising this Order Form. **Remove** this guidance too.]

* Joint Schedules
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + [Joint Schedule 6 (Key Subcontractors) ]
  + [Joint Schedule 7 (Financial Difficulties) ]
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
  + Joint Schedule 12 (Supply Chain Visibility) ]
* Call-Off Schedules
  + 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 8 (Business Continuity and Disaster Recovery)]
  + [Call-Off Schedule 9 (Security) ]
  + [Call-Off Schedule 10 (Exit Management) ]
  + [Call-Off Schedule 14 (Service Levels) ]
  + [Call-Off Schedule 15 (Call-Off Contract Management) ]
  + [Call-Off Schedule 20 (Call-Off Specification) ]
  + [Call-off-Schedule 24 ( Affiliate Firm)]

1. Core Terms
2. Joint Schedule 5 (Corporate Social Responsibility)
3. [Call-Off Schedule 4 (Call-Off Tender)

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:

**[Insert** terms to revise or supplement Core Terms, Joint Schedules, Call Off Schedules; or none]

**[Special Term 1**..

The Supplier agrees that the reinsurer shall be a client of record who is entitled to rely on the advice provided by the Supplier under this Call-Off Contract and shall enter into an arrangement to give this effect**].**

**[Special Term 2. ]**

**[Special Term 3. ]**

**[None]**

**CALL-OFF START DATE: [Inset Day Month Year]**

**CALL-OFF EXPIRY DATE: [Inset Day Month Year]**

**CALL-OFF INITIAL PERIOD: [Insert Years, Months]**

**CALL-OFF DELIVERABLES**

**[UKEF guidance:** **complete** option A or, if Deliverables are too complex for this form, **use** option B and Call-Off Schedule 20 instead. **Delete** the option that is not used.]

[Option A: [Name of Deliverable][Quantity][Delivery date][Details]]

[Option B: See details in Call-Off Schedule 20 (Call-Off Specification)]

**MAXIMUM LIABILITY**

The limitation of liability for this Call-Off Contract is stated in Clause11.2 and 11.8the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **[Insert** Estimated Charges in the first 12 months of the Contract. The UKEF must always provide a figure here]

**CALL-OFF CHARGES**

**UKEF ACCOUNT WORK CHARGES**

**[UKEF guidance:** **Use** option A or, if charging model is too complex to detail in this form or must be embedded, **use** option B and Call-Off Schedule 5 instead. **Delete** the option that is not used. For each option the UKEF should state whether the transaction is for UKEF Account Work. The UKEF should d**elete** the option that is not used.]

[Option A: **Insert** the Charges for the UKEF Account Work Deliverables

[Option B: See details in Call-Off Schedule 5 (Pricing Details)]

[**Delete** if not used: All changes to the Charges must use procedures that are equivalent to those in Paragraphs 5 and 6) in Framework Schedule 3 (Framework Prices)]

**[Delete** if not 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 UKEF and the Supplier because of:

* [Indexation]
* [Specific Change in Law]

For the purposes of paragraph 8 of Framework Schedule 3, the currency that will apply to this Contract is [Pound Sterling/US Dollars/Euros].

[Delete if not used: The exchange rate that will apply to this Contract is [insert rate in accordance with paragraph 8.4 of Framework Schedule 3]]

**AEROSPACE SECTOR CUSTOMER CHARGES**

[Option A: **Insert** the Charges for the Aerospace Sector Customer Deliverables]

[Option B: See details in Call-Off Schedule 5 (Pricing Details)]

[**Delete** if not used: All changes to the Charges must use procedures that are equivalent to those in Paragraphs 5 and 6 in Framework Schedule 3 (Framework Prices)]

**[Delete** if not 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 UKEF and the Supplier because of:

* [Indexation]
* [Specific Change in Law]

**REIMBURSABLE EXPENSES UKEF**

[**Insert** None **or insert** Recoverable as stated in the Framework Contract]

**PAYMENT METHOD**

**UKEF ACCOUNT WORK** [**Insert** payment method(s) and necessary details][Supplier to liaise with relevant Aerospace Sector Customer]

**UKEF’S INVOICE ADDRESS:**

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

**UKEF’S AUTHORISED REPRESENTATIVE**

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

**IF APPLICABLE UKEF’S ENVIRONMENTAL POLICY**

**[If applicable Insert details** [Document name] [version] [date] [available online at:]

**or insert:** [Appended at Call-Off Schedule X]]

**IF APPLICABLE UKEF’S SECURITY POLICY**

**[If applicable, insert details** [Document name] [version] [date] [available online at:]

**or insert:** [Appended at Call-Off Schedule X]]

**SECURITY MANAGEMENT PLAN**

[If required pursuant to paragraph 2.1 of Call-Off Schedule 9, insert details]

**SUPPLIER’S AUTHORISED REPRESENTATIVE**

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

**SUPPLIER’S CONTRACT MANAGER**

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

**PROGRESS REPORT FREQUENCY**

**[Insert report frequency:** On the first Working Day of each calendar month]

**PROGRESS MEETING FREQUENCY**

**[Insert meeting frequency:** Every six months from the date of this Order Form (or the following Working Day if such date is not a Working Day]

**KEY STAFF**

As set out in Call-Off Schedule 7 (Key Staff).

**KEY SUBCONTRACTOR(S)**

**[Insert** name (registered name if registered)]

**COMMERCIALLY SENSITIVE INFORMATION**

[**Insert** Not applicable **or insert** Supplier’s Commercially Sensitive Information]

**SERVICE CREDITS FOR UKEF ACCOUNT WORK ONLY**

**[Insert** Not applicable]

[**or insert** Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

The Service Credit Cap is: **[Insert** £value].

The Service Period is: **[Insert duration:** one Month]

A Critical Service Level Failure is: [UKEF to define]

**ADDITIONAL INSURANCES**

[**Insert** Not applicable

**or insert** details of Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements) ]

**SOCIAL VALUE COMMITMENT**

[**Insert** Not applicable **or insert** The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

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