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

**Order Form**

CALL-OFF REFERENCE: **Provision of Welsh Translation Services**

THE BUYER: **Cabinet Office**

BUYER ADDRESS **70 Whitehall, London SW1A 2AS**

THE SUPPLIER: **KINGS OF TRANSLATION LTD**

SUPPLIER ADDRESS: **166 College Rd, Harrow HA1 1BH**

REGISTRATION NUMBER: **12753739**

DUNS NUMBER: **226,093,720**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **12/08/2025.**

It’s issued under the Framework Contract with the reference number RM6302 Language Services, Lot 2: Translation and support services for the provision of Welsh Translation Services.

CALL-OFF LOT(S):

Lot 2: Translation and support 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:

* Joint Schedules for RM6302
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 9 (Minimum Standards of Reliability)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Call-Off Schedules for RM6302
  + 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 10 (Exit Management)
  + Call-Off Schedule 14 (Service Levels)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.11)
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:

* Special Term 1. Insert new clause 14.9 to RM6302 Core Terms. The Supplier shall notify the buyer upon becoming aware of any Breach of Security or any potential or attempted breach of security.
* Special Term2. Insert new clause 14.10 to RM6302 Core Terms. Upon becoming aware of any Breach of Security including any potential or attempted Breach of Security the supplier shall immediately take all reasonable steps necessary to:

(a) minimise the extent of the actual or potential harm caused by any Breach of Security;

(b) remedy such Breach of Security to the extent possible and protect the integrity of the Buyer and the provision of the Goods and/or Services to the extent within its control against any such Breach of Security or attempted Breach of Security;

(c) prevent an equivalent breach in the future exploiting the same cause failure; and

(d) as soon as reasonably practicable provide to the Buyer where the Buyer so requests, full details of the Breach of Security or attempted Breach of Security including a cause analysis where required by the Buyer.

* Special Term 3. Short Form Security Schedule

CALL-OFF START DATE: 14/08/2025

CALL-OFF EXPIRY DATE: 13/08/2028

CALL-OFF INITIAL PERIOD: Three Years

CALL-OFF EXTENSION OPTIONS Option to extend the contract by a further two-year period. (3+2)

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£26,333.00.

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

Recoverable as stated in the Framework Contract

PAYMENT METHOD

The Supplier will issue electronic invoices monthly in arrears, based on the agreed pricing for written Welsh Translation service.

The Buyer will pay the Supplier within 30 days of receipt of a valid undisputed invoice.

Payment can only be made following satisfactory delivery of pre-agreed deliverables.

* 1. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
  2. Invoices should be submitted to: sscl.receipts@gov.sscl.com

All invoices must include contract and Purchase Order references

BUYER’S INVOICE ADDRESS:

REDACTED TEXT under FOIA Section 40, Personal Information

BUYER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information

BUYER’S ENVIRONMENTAL POLICY

Not Applicable

BUYER’S SECURITY POLICY

Not Applicable

SUPPLIER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information

SUPPLIER’S CONTRACT MANAGER

REDACTED TEXT under FOIA Section 40, Personal Information

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 TEXT under FOIA Section 40, Personal Information

KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

Supplier’s Commercially Sensitive Information – The supplier commercial and technical bid.

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Details of Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements)

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

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 Buyer:** | |
| --- | --- | --- | --- |
| Signature: | REDACTED TEXT under FOIA Section 40, Personal Information | Signature: | REDACTED TEXT under FOIA Section 40, Personal Information |
| Name: | REDACTED TEXT under FOIA Section 40, Personal Information | Name: | REDACTED TEXT under FOIA Section 40, Personal Information |
| Role: | REDACTED TEXT under FOIA Section 40, Personal Information | Role: | REDACTED TEXT under FOIA Section 40, Personal Information |
| Date: | 12.08.2025 | Date: | 12.08.2025 |