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

**Order Form**

CALL-OFF REFERENCE: CCLL23A06

THE BUYER: Government Legal Department

BUYER ADDRESS Government Legal Department, 102 Petty France, Westminster, London, SW1H 9GL

THE SUPPLIER: Pheonix Legal Services

SUPPLIER ADDRESS:Southgate House, Wood Street, Cardiff,

CF10 1EW

REGISTRATION NUMBER: **To be Confirmed**

DUNS NUMBER: 736066718

SID4GOV ID: **To be Confirmed**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **13 December 2023**

It’s issued under the Framework Contract with the reference number RM6284 for the provision of Costs Lawyer Services

CALL-OFF LOT(S):

Lot 1- General Costs Law 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) **RM6284**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6284**
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 7 (Financial Difficulties)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Call-Off Schedules for RM6284
  + 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 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) 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: 18th December 2023

CALL-OFF EXPIRY DATE: 17th December 2025

CALL-OFF INITIAL PERIOD: 2 years

EXTENSION PERIOD 2 Years in annual increments (1+1)

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£200,000.

CALL-OFF CHARGES

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

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 5,6 and 7(if used) in Framework Schedule 3 (Framework Prices)]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

## The Supplier is required to provide a completed invoice quoting the GLD case name and reference within 14 days of conclusion of the matter. Invoices should be submitted at the completion of the matter unless the matter is likely to run for over 6 months in which case invoices should be supplied on a quarterly basis.

## Before payment can be considered, each invoice must include the appropriate level of detail of work completed and the associated costs.

## Excluding Delegated Authority cases, suppliers must provide GLD costs team with an itemised costs breakdown of the services provided, setting out details of the grade of fee earner undertaking work, hourly rate utilised, time spent together with details of costs claimed and settlement figures.

## Late submissions of invoices sent after closure of files at GLD result in administrative difficulties which may result in payments being delayed. Suppliers are therefore expected to adhere to a deadline for submission of invoices of 14 days post conclusion of work.

BUYER’S INVOICE ADDRESS:

GLD Case Related

PO Box 678

Winchester

SO23 5AB

BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

Deputy Director

Costs Litigation Team

Government Legal Department

102 Petty France, Westminster, London SW1H 9GL

Email: **REDACTED TEXT under FOIA Section 40, Personal Information**

BUYER’S ENVIRONMENTAL POLICY

Appended at Call-Off Schedule

BUYER’S SECURITY POLICY

Appended at Call-Off Schedule 9 (Security)

SUPPLIER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

Southgate House, Wood Street, Cardiff, CF10 1EW

SUPPLIER’S CONTRACT MANAGER

**REDACTED TEXT under FOIA Section 40, Personal Information**

Southgate House, Wood Street, Cardiff, CF10 1EW

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

See details in Joint Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

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).

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| --- | --- | --- | --- |
| **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: |  | Role: |  |
| Date: |  | Date: |  |