

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

Order Form

CALL-OFF REFERENCE:	CPD4124143
THE BUYER:	Department for Levelling Up, Housing & Communities
BUYER ADDRESS	Fry Building, 2 Marsham Street, London SW1P 4DF
THE SUPPLIER:	Precise Media Monitoring Limited (T/A Onclusive)
SUPPLIER ADDRESS:	Montacute Yards 7th Floor, 186 Shoreditch High Street, London, England, E1 6HU
REGISTRATION NUMBER:	03247942
DUNS NUMBER:	525621686

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 01 February 2024.

It's issued under the Framework Contract with the reference number RM6134 for the provision of Media Monitoring and Associated Services.

CALL-OFF LOT(S):
Lot 1: Media Monitoring and Associated 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) RM6134
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6134
 - 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)
 - Call-Off Schedules for RM6134
 - 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 6 (ICT Services)
 - 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)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6134
6. 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.

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CALL-OFF SPECIAL TERMS

None

CALL-OFF START DATE: **2 January 2024**

CALL-OFF EXPIRY DATE: **1 January 2025**

CALL-OFF INITIAL PERIOD: **1 Year with optional 1-Year Extension (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 £15,700.00 (excl. VAT).

CALL-OFF CHARGES

Contract Value per annum (excl. VAT): **£15,700.00**

Total Contract Value including optional 1-year extension (excl. VAT): **£31,400.00**

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

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACS/ Electronic Invoice

Invoices must quote the Buyer's contract number and Purchase Order number (to be confirmed) along with an appropriate description of work completed and timesheets which have been approved by the Buyer. Failure to do so may result in a delay in payment from which the Buyer cannot be held responsible.

BUYER'S INVOICE ADDRESS:

<REDACTED>

BUYER'S AUTHORISED REPRESENTATIVE
<REDACTED>

BUYER'S ENVIRONMENTAL POLICY

Available online at <https://www.gov.uk/government/collections/greening-government-commitments>.

BUYER'S SECURITY POLICY

Available online at: <https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework>

SUPPLIER'S AUTHORISED REPRESENTATIVE
<REDACTED>

SUPPLIER'S CONTRACT MANAGER
<REDACTED>

PROGRESS REPORT FREQUENCY

Every 4 weeks initially for the first 3-months following Contract commencement – then quarterly thereafter.

PROGRESS MEETING FREQUENCY

Every 4 weeks initially for the first 3-months following Contract commencement – then quarterly thereafter.

KEY STAFF
<REDACTED>

KEY SUBCONTRACTOR(S)
Not applicable

COMMERCIALLY SENSITIVE INFORMATION
See details in Joint Schedule 4 (Commercially Sensitive Information)

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SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels). The Service Credit Cap is as follows:

- (a) In the period from the Call Off Commencement Date to the end of the first Call Off Contract Year 5% of the Estimated Year 1 Call Off Contract Charges; and
- (b) during the remainder of the Call Off Contract Period, 5% of the Call Off Contract Charges payable to the Supplier under this Call Off Contract in the period of 12 Months immediately preceding the Month in respect of which Service Credits are accrued.

The Service Period is: One Month.

A Critical Service Level Failure is: the failure to deliver press cutting items on any given day (including weekends and public holidays).

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<REDACTED>	Signature:	<REDACTED>
Name:	<REDACTED>	Name:	<REDACTED>
Role:	<REDACTED>	Role:	<REDACTED>
Date:		Date:	