**Framework Schedule 6 (Order Form Template and**

**Call-Off Schedules)**

**Order Form**

CALL-OFF REFERENCE: **CCCS23A05**

THE BUYER: **Cabinet Office**

BUYER ADDRESS **Cabinet Office Media Monitoring Unit, 1 Horse Guard’s Road SW1A 2AQ**

|  |  |
| --- | --- |
| THE SUPPLIER:  | Press Data Limited  |
| SUPPLIER ADDRESS: | 1 St. Colme Street, Edinburgh, EH3 6AA, Scotland  |
| REGISTRATION NUMBER: | SC177530  |
| DUNS NUMBER:  | 536,039,464  |
| SID4GOV ID: | N/A  |

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 27/07/2023.

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):

Not applicable

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 10 (Rectification Plan)
	+ Joint Schedule 11 (Processing Data)

Call-Off Schedules forRM6134

* + 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 9 (Security)
	+ Call-Off Schedule 20 (Call-Off Specification)
1. CCS Core Terms (version 3.0.7)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6134
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

None

|  |  |  |
| --- | --- | --- |
| CALL-OFF START DATE:   |   | 28/07/2023  |
| CALL-OFF EXPIRY DATE:   |   | 28/07/2026  |
| CALL-OFF INITIAL PERIOD:  |   | 3 Years  |

CALL-OFF DELIVERABLES

**See details in Attachment 3 Statement of Requirements**

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£36,000

CALL-OFF CHARGES

Please refer to Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

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

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

Invoices should be submitted to: Newport SSCL, Cabinet Office, PO Box 405, Newport, NP10 8FZ; APinvoices-CAB-U@gov.sscl.com, with an email copy additionally sent to the Authority’s individual contact, the email address for whom will be confirmed on contract award.

Via BACS

BUYER’S INVOICE ADDRESS:

Newport SSCL Cabinet Office

PO Box 405

Newport

NP10 8FZ

BUYER’S AUTHORISED REPRESENTATIVE

**Redacted under FOIA section 40, Personal Information**

BUYER’S ENVIRONMENTAL POLICY

[https://www.gov.uk/government/publications/carbon-reduction-policy/carbonreduction-policy](https://www.gov.uk/government/publications/carbon-reduction-policy/carbon-reduction-policy) [https://www.crowncommercial.gov.uk/buy-and-supply/making-responsibledecisions/sustainability/](https://www.crowncommercial.gov.uk/buy-and-supply/making-responsible-decisions/sustainability/)

BUYER’S SECURITY POLICY

[https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policyframework](https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework)

SUPPLIER’S AUTHORISED REPRESENTATIVE

**Redacted under FOIA section 40, Personal Information**

SUPPLIER’S CONTRACT MANAGER

**Redacted under FOIA section 40, Personal Information**

KEY STAFF

**Redacted under FOIA section 40, Personal Information**

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Pricing schedule

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)

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:**  | **For and on behalf of the Buyer:**  |
| Signature:  | **Redacted under FOIA section 40, Personal Information** | Signature:  | **Redacted under FOIA section 40, Personal Information** |
| Name:  | **Redacted under FOIA section 40, Personal Information** | Name:  | **Redacted under FOIA section 40, Personal Information** |
| Role:  | **Redacted under FOIA section 40, Personal Information** | Role:  | **Redacted under FOIA section 40, Personal Information** |
| Date:  | 28 JULY 2023  | Date:  | 28 July 2023 |

Framework Ref: RM6134 Media Monitoring and Associated Services Framework