

The Short Form Contract

Crown Copyright 2023

[Subject to Contract]

III. Order Form

1. Contract Reference	<div></div>	
2. Buyer	His Majesty's Revenue & Customs 100 Parliament Street, Westminster, London, SW1A 2BQ In entering into this Contract, the Buyer is acting as part of the Crown and the Supplier shall be treated as contracting with the Crown as a whole.	
3. Supplier	Bates Office Services Ltd Units A1 - A4 Knights Park Industrial Estate, Knight Road, Rochester, Kent, ME2 2LS Registration No. 3352929	
4. The Contract	This Contract between the Buyer and the Supplier is for the supply of Deliverables. The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions (" Conditions ") and Annexes. Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.	
5. Deliverables	Goods	Description: as set out <ul style="list-style-type: none"> in Annex 2 - Specification
	Services	Description: as set out <ul style="list-style-type: none"> in Annex 2 - Specification
6. Specification	The specification of the Deliverables is as set out: <ul style="list-style-type: none"> in Annex 2 - Specification 	
7. Start Date	7 April 2025	
8. Expiry Date	6 October 2025	
9. Extension Period	Not applicable.	
10. Buyer Cause	Any Material Breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier.	

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11. Optional Intellectual Property Rights ("IPR") Clauses	Not applicable.
12. Charges	<p>The Charges for the Deliverables shall be as set out</p> <ul style="list-style-type: none"> • in Annex 3 - Charges
13. Payment	<p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.</p> <p>All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to: payments.team@hmrc.gov.uk.</p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.</p>
14. Data Protection Liability Cap	In accordance with clause 12.6 of the Conditions, the Supplier's total aggregate liability under clause 14.7.5 of the Conditions is no more than the Data Protection Liability Cap, being £500,000.
15. Progress Meetings and Progress Reports	<p>The Supplier shall attend progress meetings with the Buyer every 1 month</p> <p>The Supplier shall provide the Buyer with progress reports every 1 month</p>
16. Buyer Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>██</p> <p>or, in their absence,</p> <p>██</p>
17. Supplier Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>██</p> <p>or, in their absence,</p>

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18. Address for notices	Buyer His Majesty's Revenue & Customs 100 Parliament Street, Westminster, London, SW1A 2BQ Attention: , Senior Sourcing Lead Email:	Supplier Bates Office Services Ltd Units A1 - A4 Knights Park Industrial Estate, Knight Rd, Kent, ME2 2LS Attention: , Director Email:	
19. Key Staff	Key Staff Role: Account Manager	Key Staff Name 	Contact Details:
20. Procedures and Policies	For the purposes of the Contract the: The Buyer's Staff Vetting Procedures: Must ensure all Staff hold BPSS clearance. The Buyer's security / data security requirements are: Included in Annex 4 – Security Questionnaire		
21. Special Terms	N/A		
22. Incorporated Terms	The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies: (a) The cover letter from the Buyer to the Supplier dated 3 April 2025 (if used) (b) This Order Form (c) Any Special Terms (see row 21 (Special Terms) in this Order Form) (d) Conditions (e) The following Annexes in equal order of precedence: (a) Annex 1 – Processing Personal Data (b) Annex 2 – Specification (c) Annex 3 – Charges (d) Annex 4 – Security Questionnaire		

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Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer acting on behalf of the Crown
Name: <div></div> Director	Name: <div></div> Senior Sourcing Lead
Date: 04 April 2025	Date: 04 April 2025
Signature: <div><div>Signed by:</div><div></div><div>245E20CFE5004E9</div></div>	Signature: <div><div>DocuSigned by:</div><div></div><div>5FB6AD11152AA2</div></div>