

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

## Order Form

CALL-OFF REFERENCE:	GLD 016 2023 eDisclosure Services <b>REDACTED</b> Primer Design Limited
THE BUYER:	Government Legal Department
BUYER ADDRESS	102 Petty France, Westminster, London SW1H 9GL
THE SUPPLIER:	<b>REDACTED</b>
SUPPLIER ADDRESS:	<b>REDACTED</b>
REGISTRATION NUMBER:	<b>REDACTED</b>
DUNS NUMBER:	<b>REDACTED</b>
SID4GOV ID:	<b>REDACTED</b>

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **26 April 2023**

It's issued under the Framework Contract with the reference number **RM6336** for the provision of eDisclosure and Review Services.

CALL-OFF LOT(S):  
**Lot 3 Document Reviewers**

## **CALL-OFF INCORPORATED TERMS**

This is a Bronze Contract

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) RM6336
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6336** framework reference number
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 7 (Financial Difficulties) including Annex 5 – Option Terms for Bronze Contracts
    - Joint Schedule 10 (Rectification Plan)
  - Call-Off Schedules for **GLD 016 2023** Call-Off reference number
    - Call-Off Schedule 1 (Transparency Reports)
    - 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) amended for a Bronze Contract as per paragraph 10 of Part A of that Schedule
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 18 (Background Checks)
    - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6336

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: 26 April 2023

CALL-OFF EXPIRY DATE: 30 June 2023

CALL-OFF INITIAL PERIOD: 3 months

## **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 **REDACTED** in the first 12 months of the Contract.

## **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 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)]

## **REIMBURSABLE EXPENSES**

None

## **PAYMENT METHOD**

The payment method for this Call-Off Contract is a BACS payment monthly. Invoices must be addressed to the GLD and be sent, quoting GLD's reference number **REDACTED** either by post or by e-mail.

The Supplier will issue electronic invoices monthly in arrears. The Buyer will pay the Supplier within thirty (30) days of receipt of a valid invoice. In order to be valid, invoices will only be accepted in PDF format and must show a breakdown of fees including the VAT Rate if applicable. It should be presented on your company's letterhead with contact details and instructions on how to make payment. GLD pay suppliers by BACS for security purposes.

To avoid delay in payment it is important that the invoice is compliant and that it includes GLD's reference number for each client department and the details (name and telephone number) of your Supplier contact (i.e., Contract Manager). Non-compliant invoices will be sent back to the Supplier which may lead to a delay in payment.

If you have a query regarding an outstanding payment then please contact GLD's Accounts Payable team either by e-mail to **REDACTED** or by telephone on **REDACTED** between 09:00 a.m. and 17:00 p.m. Monday to Friday.

All invoices must also include appropriate information for a VAT invoice as defined by Her Majesty's Revenue and Customs (HMRC).

**BUYER'S INVOICE ADDRESS:**

**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**

**BUYER'S AUTHORISED REPRESENTATIVE**

**REDACTED** Government Legal Department  
102 Petty France  
Westminster  
London SW1H 9GL

**BUYER'S ENVIRONMENTAL POLICY**

Not applicable

**BUYER'S SECURITY POLICY**

Not applicable

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**

**SUPPLIER'S CONTRACT MANAGER**

**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**

**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**  
**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**

**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**

**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**

#### **KEY SUBCONTRACTOR(S)**

Not applicable

#### **COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

#### **SERVICE CREDITS**

Not applicable

#### **ADDITIONAL INSURANCES**

Not applicable

#### **GUARANTEE**

There's a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract

#### **SOCIAL VALUE COMMITMENT**

The Government Legal Department (GLD) has a strong commitment to equality and diversity. Suppliers are required to support and encourage employment and skills development opportunities through the performance of this Contract, with specific focus on opportunities for priority groups, including (but not limited to):

- People with disabilities
- Ex-offenders
- Ethnic Minorities
- Long term unemployed

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