

National Framework for the Provision of Clinical and Healthcare Staffing

Annex 1: Order Form

FROM:

CONTRACTING AUTHORITY	Secretary of State for Health and Social Care acting as part of the crown.
CONTRACTING AUTHORITY ADDRESS	39 Victoria Street; London; SW1H 0EU
INVOICE ADDRESS (if different)	
CONTRACTING AUTHORITY AUTHORISER NAME	
ORDER NUMBER	C212421
ORDER DATE	
COMMENCEMENT DATE	25/09/2023
ANTICIPATED END DATE	20/12/2023

SUPPLIER	HCL Healthcare
SUPPLIER'S ADDRESS	33 Soho Square; London; W1D 3QU
ACCOUNT MANAGER	

PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker	
Requirements:	
LOT: (If Lots 1-5, please indicate if Master Vendor)	
NUMBER OF ROLES REQUIRED:	1
NUMBER OF CVS REQUIRED:	N/A
JOB ROLE/TITLE:	Senior Pharmacist
PAY BAND/GRADE:	
HOURS/DAYS REQUIRED:	7.4 hours a day. Full time 5 days a week (Mon-Fri).



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ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL)	N/A
RELEVANT RISK ASSESSMENT/SAFEGUARDING REQUIREMENTS	Standard
IMMUNISATION REQUIREMENTS	N/A
HIGH COST AREA SUPPLEMENT?	No High Cost Area – covered in day rate
SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	Pharmacist
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	[REDACTED]
EXPENSES	<i>No expenses to be paid</i>
ADDITIONAL REQUIREMENTS:	
SHIFT START DATE:	
PART 1.2: PAYMENT PROFILE WILL BE 'ON COMPLETION OF WORKS' AS PER PARAGRAPH 9.3 OF SCHEDULE 2 OF THESE CALL-OFF TERMS AND CONDITIONS.	
DISCOUNTS APPLICABLE:	N/A
METHOD OF PAYMENT	[REDACTED] invoices must be sent, quoting a valid Purchase Order Number (PO Number) and [REDACTED] [REDACTED]
PART 1.3: ACCEPTANCE PRIOR TO PAYMENT	
N/A	
PART 2: CONTRACTING AUTHORITY CONTRACTUAL REQUIREMENTS & DELIVERABLES	
N/A	
PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS (IF APPLICABLE)	
N/A	
PART 3.1: SUPPLEMENTARY REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:	[REDACTED]
PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	N/A



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PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES	
PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	N/A
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	N/A
PART 5: CONFIDENTIAL INFORMATION	
PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIAL SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	N/A

BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Contracting Authority to provide to the Contracting Authority the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements)] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Supplier and the Authority.

FOR AND ON BEHALF OF THE SUPPLIER:

NAME:	
TITLE:	Recruitment Consultant
SIGNATURE:	
DATE:	25/09/2023

FOR AND ON BEHALF OF THE CONTRACTING AUTHORITY:

NAME:	
TITLE:	Commercial Lead
SIGNATURE:	
DATE:	25/09/23

Order Form FAQs



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When should I use this order form? – this form should be completed when you have agreed to source Temporary Worker/s from a Supplier using either a direct award or following completion of a further competition.

Who should I send the form to? – Once you have filled out the form it should be sent to the Supplier for signature. Both you and the Supplier should keep a signed copy of the form.

Who is the Contracting Authority? - This is your organisation. Whoever is paying the invoices should be entered here

Who is the Supplier? - The Recruitment Agency you are hiring the Temporary Worker from.

What is a Call-Off Contract? - is an individual contract between a Supplier and Contracting Authority for the provision of services, goods or works (deliverables) under the terms and conditions of the overarching framework contract. A Call-off from a framework is that final part Suppliers and Contracting Authority's need to complete to begin working with each other.

What are “deliverables”? - This is a statement of what the Contracting Authority requires as part of the contract.

What should I enter in “Order number”? - A specific [REDACTED] given/assigned by you, the Contracting Authority, that clearly identifies work undertaken as part of this call off.

What should I enter in “Order Date”? - The date that the terms of the call off are agreed.

What is the “Commencement Date”? - When supply is agreed to commence. This can be different from the order date e.g. the start of the next term.

What is the “Anticipated end date”? - This is a date defined by the Contracting Authority and can be any duration, 6 months etc. to suit the Contracting Authority's needs. Note: the period should be long enough to ensure fair provision of services by the Supplier/[REDACTED] gives reasonable time for any Contracting Authority conclusions to be made. Include here any contract extension options detailing how the call off may be continued after the Anticipated End Date.

[REDACTED]

[REDACTED]

[REDACTED]