

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

Order Form

CALL-OFF REFERENCE:	PRO 6018/ C229228
THE BUYER:	UK Health Security Agency
BUYER ADDRESS	10 South Colonnade, London, E14 4PU
THE SUPPLIER:	Allen Lane
SUPPLIER ADDRESS:	33 King Street, St James's, London, SW1Y 6RJ
REGISTRATION NUMBER:	05115229
DUNS NUMBER:	738603443
SID4GOV ID:	N/A

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form **starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block.**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 23rd November 2023.

It's issued under the Framework Contract with the reference number RM6277 for the provision of Non Clinical Staff.

CALL-OFF LOT(S):
Lot 1 - Admin & Clerical
Lot 2 - Corporate Functions
Lot 3 - IT Professionals
Lot 4 - Legal
Lot 5 - Scientific, Technical & Clinical Coding
Lot 6 - Estates, Facilities Management & Ancillary Staff

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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.
2. Joint Schedule 1 (Definitions and Interpretation) RM6277
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6277
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 7 (Financial Difficulties including Annex 5 Optional Terms for Bronze Contracts)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for RM6277
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6277

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 START DATE: 23rd November 2023

CALL-OFF EXPIRY DATE: 22nd November 2024

CALL-OFF DELIVERABLES

The provision of Non Clinical Temporary staff or any other temporary staff or fixed term workers will be as per individual contract.

Job Role/Title	
Assignment Type	[i.e. temporary/fixed term)]
Hours/Days required	
Detail on unsocial hours required	
High cost area supplements that may apply	1. None 2. Inner London

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	3. Outer London 4. Fringe
Immunisations required	
Pay band (as determined by the rate card)	
Expenses to be paid or benefits offered	
Expenses to be paid by Temporary Worker	
Criminal Records Checks requirements	
BPSS required	
State any other required clearance and/or background checking	
State any skills, mandatory training and qualifications necessary for the role (those defined by the Framework Specification apply by default)	

GDPR POSITION

The GDPR provisions for this Call-Off Contract are stated in Joint Schedule 11 – Processing Data, and its annexes.

The contact details of the Relevant Authority's Data Protection Officer are:

Data Protection Officer Name: [REDACTED]

Email: [REDACTED]

The contact details of the Supplier's Data Protection Officer are:

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

CALL-OFF CHARGES

As per individual contract.

PAYMENT METHOD

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

[REDACTED]
Accounts Payable;
UK Health Security Agency,
Manor Farm Road,
Porton Down,
Salisbury,
SP4 0JG

UKHSA VAT No: GB888851648

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To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to

[REDACTED]

or by telephone

Contact number for all invoice related queries: [REDACTED]

[REDACTED]

between 09:00-17:00 Monday to Friday.

BUYER'S INVOICE ADDRESS:

Accounts Payable;
UK Health Security Agency,
Manor Farm Road,
Porton Down,
Salisbury,
SP4 0JG

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

10 South Colonnade
London
E14 4PU

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Cleveland House, 33 King Street, St James', London, SW1Y 6RJ

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Cleveland House, 33 King Street, St James', London, SW1Y 6RJ

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For and on behalf of the Supplier:	For and on behalf of the Buyer:
	
Date Signed: 07.12.23	Date Signed: 07/12/2023