

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

### Order Form

<b>CALL-OFF REFERENCE:</b>	BE23132
<b>THE BUYER:</b>	UK Research and Innovation
<b>BUYER ADDRESS</b>	Polaris House, North Star Avenue, Swindon, SN2 1FL
<b>THE SUPPLIER:</b>	Senator International Limited
<b>SUPPLIER ADDRESS:</b>	Syke Side Drive, Altham Business Park, Accrington, BB5 5YE
<b>REGISTRATION NUMBER:</b>	01323955

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and date 18<sup>th</sup> August 2023.

It's issued under the Framework Contract with the reference number RM6119 for the provision of BE23132 - Office Furniture Requirement for Polaris House.

#### CALL-OFF LOT(S):

Lot 1: Office Furniture

## 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) **RM6119**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6119**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Call-Off Schedules for **RM6119 – BE23132**
    - 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 7 (Key Supplier Staff)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 11 (Installation Works)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6119**
6. 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

The following Special Terms are incorporated into this Call-Off Contract:  
None

CALL-OFF START DATE: Tuesday, 22<sup>nd</sup> August 2023

CALL-OFF EXPIRY DATE: Friday, 29<sup>th</sup> March 2024

**Framework Schedule 6 (Order Form and Call-Off Schedules)**  
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(The latest date for supply, delivery and Installation is 30th November 2023) The end date for the contract has been stated as 29<sup>th</sup> March 2024 to allow buffer for any remaining items to be delivered in the event that there are delays in availability or lead time and to allow for any movement of the project restack.

**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 £488,224.78.

**CALL-OFF CHARGES**

See details in Call-Off Schedule 5 (Pricing Details)

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

BACS Payment

**BUYER'S INVOICE ADDRESS:**

All invoices should be sent, quoting a valid purchase order number (PO Number) provided by UKRI, to: UKRI C/O UK Shared Business Services Ltd, Polaris House, North Star Avenue, Swindon, SN2 1UH. [finance@uksbs.co.uk](mailto:finance@uksbs.co.uk)

**BUYER'S AUTHORISED REPRESENTATIVE**

**BUYER'S ENVIRONMENTAL POLICY**

UKRI Environmental Sustainability Strategy, available online at:  
<https://www.ukri.org/wp-content/uploads/2020/10/UKRI-050920-SustainabilityStrategy.pdf>

**BUYER'S SECURITY POLICY**

Appended at Annex A – UKRI Information Security Policy Framework to this Order Form and such Appendix is incorporated into this Order Form.



Annex A - UKRI  
Information Security P

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month.

**PROGRESS MEETING FREQUENCY**

Fortnightly on the first Working Day of each quarter

**KEY STAFF**

[REDACTED]

**COMMERCIALLY SENSITIVE INFORMATION****SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

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:	22/08/2023	Date:	22/08/2023