

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

Order Form

CALL-OFF REFERENCE:	DSIT SCS2 Director of Communications
THE BUYER:	Department for Science, Innovation and Technology
BUYER ADDRESS	3-8 Whitehall Place, London, SW1A 2EG
THE SUPPLIER:	GatenbySanderson Limited
SUPPLIER ADDRESS:	14 King Street, Leeds, LS1 2HL
REGISTRATION NUMBER:	04451141
DUNS NUMBER:	424635477
SID4GOV ID:	N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 23rd December 2024

It's issued under the Framework Contract with the reference number **RM6290 lot 1** for the provision of DSIT SCS2 Director of Communications.

CALL-OFF LOT(S):
Lot 1

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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) **RM6290**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6290**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for **RM6290**
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 4 (Call-Off Tender)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 20 (Call-Off Specification)

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:



CALL-OFF EXPIRY DATE:

Monday 2nd June 2025

CALL-OFF INITIAL PERIOD:

6 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.

Framework Ref: RM6290

Project Version: v1.0

Model Version: v3.9

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The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£30,000.00**

CALL-OFF CHARGES

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

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Specific Change in Law

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

The Supplier shall submit an invoice within 30 days of supplying the Supplies and or performing Services to the satisfaction of the Contracting Authority. The invoice shall show the amount of VAT payable and bear the Purchase Order number. Save where an invoice is disputed, the Contracting Authority shall pay the Contractor within 30 days of receipt of an invoice via BACS payment.

If you have a query regarding an outstanding payment please contact our accounts payable section either by email to [REDACTED]
[REDACTED]

The Supplier must facilitate payment by the Buyer of the Charges under a Call-Off Contract under any method agreed with the Buyer in the Order Form.

The Supplier must facilitate a change of payment method during the term of any Call-Off Contract.

The Supplier shall not charge the Buyer for a change in payment method during the term of the Call-off Contract.

Payment shall be made via BACS

Invoices payable upon receipt of invoice and Purchase Order.

Payment shall be made on Acceptance of the deliverables

BUYER'S INVOICE ADDRESS:

All invoices should be sent to [REDACTED] UKSBS,
Queensway House, West Precinct, Billingham, TS23 2NF.

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

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BUYER'S ENVIRONMENTAL POLICY

None

BUYER'S SECURITY POLICY

None

SUPPLIER'S AUTHORISED REPRESENTATIVE

██████████

SUPPLIER'S CONTRACT MANAGER

██████████

PROGRESS REPORT FREQUENCY

As required for the project.

PROGRESS MEETING FREQUENCY

As required for the project.

KEY STAFF

See details in Order Schedule 7 (Key Supplier Staff)

KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

See details in Joint Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable