

Order Form Template (Short Form)
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RM6002: Permanent Recruitment Order Form Template (Short Form)

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Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number [RM6002 Permanent Recruitment](#).

Buyer Name	Health & Safety Executive
Buyer Contact	[REDACTED]
Buyer Address	Health & Safety Executive OSD Redgrave Court Bootle Merseyside L20 7HS
Invoice Address (if different)	As above

Supplier Name	Hays Specialist Recruitment Limited
Supplier Contact	[REDACTED]
Supplier Address	4 th floor, 20 Triton Street, London, NW1 3BF

Framework Ref	RM6002 (Permanent Recruitment)
Framework Lot	Lot 3
Call-Off (Order) Ref	1.11.4.4040
Order Date	22 nd November 2021
Call-Off Charges	Up to £230,000 for up to 65 roles with no guarantee. See e-mail attached.  FW 1.11.4.4044 OSD Procurement - 1
Call-Off Start Date	15 th November 2021
Call-Off Expiry Date	31 st May 2022
Extension Options	Any extension to this Call-Off Contract shall be agreed in writing by both parties.
GDPR Position	Independent Controller

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CALL-OFF INCORPORATED TERMS

The Call-Off Contract, including the RM6002 Call-off terms conditions v1.0 can be viewed in the 'Documents' tab of the Permanent Recruitment framework page on the CCS website. Visit the [Permanent Recruitment](#) webpage and click the "Documents" tab to view and download these.

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, or added to, this Order Form, or presented at the time of delivery.

CALL-OFF DELIVERABLES

The requirement	
Clarified refund terms are as follows for Lot 3 inclusive	
Time after Start Date	Refund
If the Candidate leaves the Buyer's employment (other than through redundancy, constructive or unlawful dismissal), less than eight (8) weeks of the Start Date	50 % of the Introduction Fee
If the Candidate leaves the Buyer's employment, (other than through redundancy, constructive or unlawful dismissal), within eight (8) Weeks to thirteen (13) weeks of the Start Date	25 % of the Introduction Fee
The Supplier shall use reasonable endeavours to ensure the suitability of a candidate for the engagement. However, Buyer must also satisfy itself as to the suitability of the candidate and shall be responsible for taking up and/or confirming any references (including the confirmation of any professional or academic qualifications or any authorisation required by law) provided by the candidate and / or the Supplier before engaging the candidate.	

PERFORMANCE OF THE DELIVERABLES

Key Staff
██████████
Key Subcontractors
N/A

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	UK&I Director Public Services	Role:	
Date:	1/12/2021	Date:	