

The Short Form Contract

Crown Copyright 2023

[Subject to Contract]

III. Order Form

1. Contract Reference	SR2335773549	
2. Buyer	His Majesty's Revenue & Customs 100 Parliament Street, Westminster, London, SW1A 2BQ In entering into this Contract, the Buyer is acting as part of the Crown and the Supplier shall be treated as contracting with the Crown as a whole.	
3. Supplier	<div style="background-color: black; height: 15px; width: 150px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 320px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 160px; margin-bottom: 5px;"></div> <div style="background-color: black; height: 15px; width: 210px; margin-bottom: 5px;"></div>	
4. The Contract	This Contract between the Buyer and the Supplier is for the supply of Deliverables. The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions (" Conditions ") and Annexes. Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.	
5. Deliverables	Goods	Description: as set out <ul style="list-style-type: none"> in Annex 2 – Specification
	Services	Description: as set out <ul style="list-style-type: none"> in Annex 2 – Specification
6. Specification	The specification of the Deliverables is as set out: <ul style="list-style-type: none"> in Annex 2 – Specification 	
7. Start Date	3 February 2025	
8. Expiry Date	31 July 2025	
9. Extension Period	Not applicable.	
10. Buyer Cause	Any Material Breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees,	

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	servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier.
11. Optional Intellectual Property Rights ("IPR") Clauses	Not applicable.
12. Charges	<p>The Charges for the Deliverables shall be as set out</p> <ul style="list-style-type: none"> in Annex 3 – Charges
13. Payment	<p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.</p> <p>All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to:</p> <p>payments.team@hmrc.gov.uk.</p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.</p>
14. Data Protection Liability Cap	In accordance with clause 21.6 of the Conditions, the Supplier's total aggregate liability under clause 23.7.5 of the Conditions is no more than the Data Protection Liability Cap, £500,000.
15. Progress Meetings and Progress Reports	<p>The Supplier shall attend progress meetings with the Buyer every 1 month</p> <p>The Supplier shall provide the Buyer with progress reports every 1 month</p>
16. Buyer Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>██</p> <p>or, in their absence,</p> <p>██</p>

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17. Supplier Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>_____</p> <p>Or, in their absence, contact</p> <p>_____</p>												
18. Address for notices	<table border="0"> <tr> <td>Buyer</td><td>Supplier</td></tr> <tr> <td>His Majesty's Revenue & Customs</td><td>The Senator Group</td></tr> <tr> <td>100 Parliament Street, Westminster, London, SW1A 2BQ</td><td>Syke Side Drive, Altham Business Park, Accrington, BB5 5YE</td></tr> <tr> <td>Attention: _____, Senior Sourcing Lead</td><td>Attention: _____</td></tr> <tr> <td>_____</td><td>Email: _____</td></tr> <tr> <td>_____</td><td></td></tr> </table>	Buyer	Supplier	His Majesty's Revenue & Customs	The Senator Group	100 Parliament Street, Westminster, London, SW1A 2BQ	Syke Side Drive, Altham Business Park, Accrington, BB5 5YE	Attention: _____, Senior Sourcing Lead	Attention: _____	_____	Email: _____	_____	
Buyer	Supplier												
His Majesty's Revenue & Customs	The Senator Group												
100 Parliament Street, Westminster, London, SW1A 2BQ	Syke Side Drive, Altham Business Park, Accrington, BB5 5YE												
Attention: _____, Senior Sourcing Lead	Attention: _____												
_____	Email: _____												

19. Key Staff	<table border="0"> <tr> <td>Key Staff Role:</td><td>Key Staff Name</td><td></td></tr> <tr> <td>Central Government Sales Director</td><td>_____</td><td>_____</td></tr> <tr> <td>Director of Sales Operations</td><td>_____</td><td>_____</td></tr> <tr> <td>Government Sales Manager</td><td>_____</td><td>_____</td></tr> </table>	Key Staff Role:	Key Staff Name		Central Government Sales Director	_____	_____	Director of Sales Operations	_____	_____	Government Sales Manager	_____	_____
Key Staff Role:	Key Staff Name												
Central Government Sales Director	_____	_____											
Director of Sales Operations	_____	_____											
Government Sales Manager	_____	_____											
20. Procedures and Policies	<p>For the purposes of the Contract the:</p> <p>The Buyer's Staff Vetting Procedures: Must ensure all Staff hold BPSS clearance.</p> <p>The Buyer's security / data security requirements are: Included in Annex 4 – Security Questionnaire</p>												
21. Special Terms	N/A												
22. Incorporated Terms	<p>The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies:</p> <p>(a) The cover letter from the Buyer to the Supplier dated 25 January 2025 (if used)</p> <p>(b) This Order Form</p> <p>(c) Any Special Terms (see row 21 (Special Terms) in this Order Form)</p> <p>(d) Conditions</p>												

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	(e) The following Annexes in equal order of precedence: <ul style="list-style-type: none">i. Annex 1 – Processing Personal Dataii. Annex 2 – Specificationiii. Annex 3 – Chargesiv. Annex 4 – Security Questionnaire
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Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer acting on behalf of the Crown
Name: <div></div> Central Government Sales Director	Name: <div></div> Senior Sourcing Specialist
Date: 13/02/2025	Date: 07 March 2025
<div></div> Signature:	Signature: <div>DocuSigned by: <div></div> F06B6AD111524A2...</div>