

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

Order Form

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|----------------------|---|
| CALL-OFF REFERENCE: | BH-3564 |
| THE BUYER: | Office of Rail and Road |
| BUYER ADDRESS | 25, Cabot Square, London, E14 4QZ |
| THE SUPPLIER: | Robertson Bell Ltd |
| SUPPLIER ADDRESS: | UoN Innovation Centre Green Street Northampton NN1 1SY |
| REGISTRATION NUMBER: | 6278798 |
| DUNS NUMBER: | 210025356 |
| SID4GOV ID: | 210025356 |

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.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 26/03/2024

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

CALL-OFF LOT(S): Lot 2 - Corporate Functions

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)
 - [Call-Off Schedule 17 (MOD Terms)
 - [Call-Off Schedule 19 (Scottish Law)
 - [Call-off Schedule 21 (Northern Ireland Law)
 - [Call-Off Schedule 23 (HMRC Terms)
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.

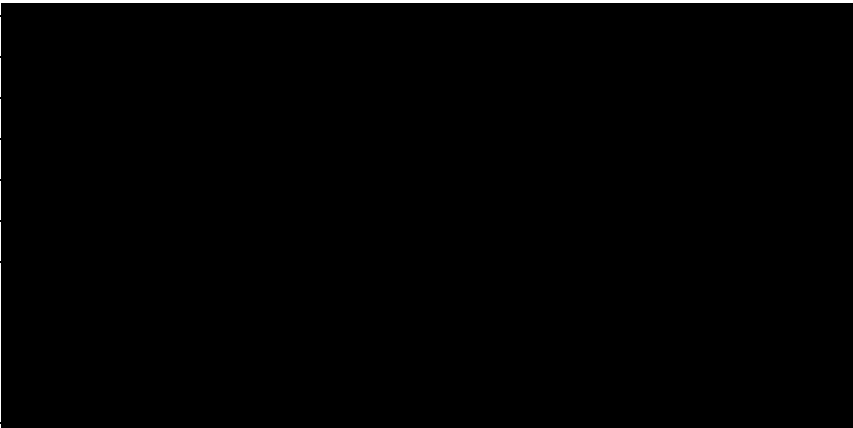
CALL-OFF START DATE: 27/03/2024

CALL-OFF EXPIRY DATE: 28/06/2024

The Buyer reserves the right to extend this Call-Off Contract.

CALL-OFF DELIVERABLES

The provision of Non-Clinical Temporary staff or any other temporary staff or fixed term workers.

| | |
|-----------------------------|--|
| Job Title: |  |
| Candidate Name: | |
| Contract Type: | |
| Hours/Days Required: | |
| Mandatory Training: | |
| Qualifications: | |
| Conduct Regulations: | |

- Ensure the accounts payable and expenses mailboxes are monitored daily, and all queries and requests are dealt with promptly;
- Checking the coding of invoices in Oracle, ensuring invoices are processed efficiently;
- Gain authorisation of invoices prompting for goods receipting;
- Participation in twice weekly payment runs, ensuring invoices are processed promptly and paid within Government's prompt payment timetable;
- Resolving payment holds;
- Acting as the main point of contact for internal and external customers for general advice and queries regarding the Purchase to Pay (P2P) area;
- Ensuring purchase orders receipts are matched to invoices correctly;
- Reconciliation of supplier statements;
- Processing the expense claims of ORR employees ensuring completeness and accuracy of claims;

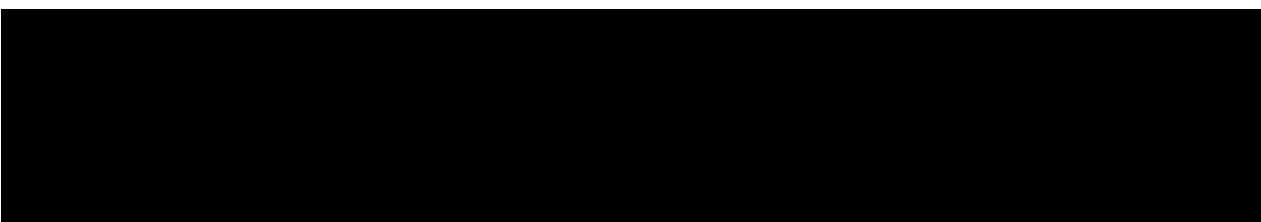
GDPR POSITION

Independent Controller

MAXIMUM LIABILITY

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

CALL-OFF CHARGES



Discounts Applicable

All discounts are aligned to the RM6277 terms and conditions. All other T&C's apply.

BUYER'S INVOICE ADDRESS:

25, Cabot Square, London, E14 4QZ

BUYER'S AUTHORISED REPRESENTATIVE:

SUPPLIER'S AUTHORISED REPRESENTATIVE:

SUPPLIER'S CONTRACT MANAGER

For and

Signature

Name:

Role:

Date:

02/04/2024

Date:

28.3.2024

