**Call-Off Contract: Media Monitoring and Evaluation and Related Services**

**short Order Form for low value purchases**

This short Order Form is to be used for low value purchases where the annual contract value is less than £20,000 (excluding VAT). This short Order Form will create a Call-Off Contract between the “Parties”.

This short Order Form is subject to the Call Off Terms in the Media Monitoring and Evaluation and Related Services Framework Agreement RM3708 Call-Off Contract unless otherwise stipulated below. The Call Off Contract and Framework Agreement documentation can be viewed under the documents tab of the [framework webpage](http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3708).

The Supplier agrees to supply the Services specified below subject to the terms that follow.

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| 1. **Administration:** | |
| **Customer Reference:** | Insert Customer Reference |
| **PO No.:** | Insert Purchase Order number |
| **Start Date:** | Insert Start Date |
| **Initial End Date:** | Insert initial End Date |
| **End Date including any extension options** | Insert End Date including any extension options. This cannot exceed four (4) years. |

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| **2. This Short Order Form is a Contract between the “Customer” and the “Supplier”, who are the “Parties”** | |
| **“Customer”\*:**  **\* Please include any other organisations covered under the Contract** | Insert Customer name and address including that of any other organisations covered under the Contract, if applicable |
| **“Supplier”:** | Insert Supplier name, company number, and registered office address |

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| **3. Contact details:** | | |
| **For the Customer:** | Name: | Insert name of the Customer’s lead contact |
| Position: | Insert their position |
| Email: | Insert their email address |
| Phone Number: | Insert their phone number |
| **For the Supplier:** | Name: | Insert name of Supplier’s lead contact |
| Position | Insert their position |
| Email: | Insert their email address |
| Phone Number: | Insert their phone number |

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| **4. Customer required services:** | |
| **Services required:** | Insert list of services to be provided as specified in the brief |
| **Location/Delivery:** | Insert Customer’s office address and email address where service will be delivered to |
| **Delivery dates and times:** | E.g. 364 days a year by x time |
| **Implementation Plan:** | Insert date required by if needed. Implementation plan will not always be required for low value, straightforward contracts. See clause 6 of RM3708 Call-Off Terms for more information. |
| **Standards required:** | Only required if you have any additional standards not already referred to in clause 11 of RM3708 Call-Off Terms. Add in as required. |
| **Key Personnel:** | Insert details of Supplier Key Personnel who are assigned to perform the Contract. |
| **Service Levels / Credits and performance monitoring:** | Insert any Service Levels / Credits as a performance management tool that is linked to payment. Service Credits will not be required for all Contracts. |

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| **5. Responsibilities:** | |
| **Sensitivity:** | List any Supplier data that is Commercially Sensitive Information. |
| **Customer Responsibilities:** | Insert detail on Customer Responsibilities associated to the Milestones identified |

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| **6. Payment:** | |
| **Payment method and terms:** | E.g. by BACS, monthly in arrears within 30 days |
| **Contract charges: (excluding VAT)** | Insert all contracts charges including a maximum spend per annum excluding VAT |
| **Where to send invoice:** | Insert the office or email address of where invoices should be sent to. Insert the detail each invoice should include e.g. PO number, description required, date period, supporting documentation etc |

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| **7. Other contractual requirements:** | |
| **Customer security policy:** | Insert Customer security policy if required |
| **Business Continuity and Disaster Recovery:** | Insert Customer Business Continuity and Disaster Recovery Plan if required |
| **Exit Plan:** | Insert the duty and responsibility of the Supplier to the Customer leading up to the End Date of the Contract |
| **Undisputed sums limit:** | This is the sum undisputedly due to the Supplier in the event of a disagreement. It is suggested that this be equivalent to one (1) month’s average call off contract charges |
| **Customer Termination Without Cause notice period:** | If required, insert the number of days written notice the Customer has from issuing a Termination Notice to Terminate Without Cause. See clause 42.6 of RM3708 Call-Off Terms. |

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| **8. Additional or alternative clauses specified when brief issued:** | |
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**9. Formation of Call-Off Contract**

By signing and returning this Order Form the Supplier agrees to enter a Call-Off Contract with the Customer to provide the Services.

The Parties agree that they have read the Order Form and the Call-Off Terms and by signing below agree to be bound by this Call-Off Contract.

In accordance with paragraph 7 of Framework Schedule 5 (Call-Off Procedure), the Parties hereby acknowledge and agree that this Call-Off Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of the Order Form from the Supplier within two (2) Working Days from receipt.

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| For and on behalf of the Supplier: | |
| **Name and Title** | Insert name and title |
| **Signature** |  |
| **Date** | Insert date |
| For and on behalf of the Customer: | |
| **Name and Title** | Insert name and title |
| **Signature** |  |
| **Date** | Insert date |