

Part II

Order Form

1. Contract Reference	CPD4130041	
2. Buyer	<p>Ministry of Housing, Communities & Local Government (MHCLG), Fry Building, 2 Marsham Street, London, SW1P 4DF.</p> <p>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.</p>	
3. Supplier	<p>Ocean Media Group, Suite 6.04, Exchange Tower, 1 Harbour Exchange Square, Isle of Dogs, London, E14 9GE.</p>	
4. The Contract	<p>This Contract between the Buyer and the Supplier is for the supply of Deliverables.</p> <p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the contract conditions ("Conditions") which can be found at Inside Housing - IH Information - Subscriptions Terms and Conditions.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.</p> <p>The Supplier must not use MHCLG in marketing communications, unless agreed in writing by both parties.</p> <p>No auto-renewal of the subscription will apply beyond the initial two-year term. Any further renewal must be agreed by both parties.</p>	
5. Deliverables	Services	Inside Housing Subscription for a two-year period for up to 1000 user domains. The subscription will be delivered remotely and begin on 25-November-2025
6. Specification	<p>The specification of the Deliverables is as set out as per email dated 31 October 2024.</p> <p><REDACTED></p>	
7. Start Date	25-November-2025	
8. Expiry Date	24-November-2027	
9. Extension Period	Not Applicable	
10. Buyer Cause	Not Applicable	
11. Optional Intellectual Property Rights ("IPR") Clauses	Not applicable	

12. Charges	<p>The Charges for the Deliverables shall be as set out below:</p> <table><tr><td></td><td>Quantity</td><td>Cost per subscriber (excl. VAT)</td><td>Total Value (excl. VAT)</td></tr><tr><td>2-years Inside Housing</td><td><REDACTED></td><td><REDACTED></td><td><REDACTED></td></tr></table> <p>VAT does not apply.</p>		Quantity	Cost per subscriber (excl. VAT)	Total Value (excl. VAT)	2-years Inside Housing	<REDACTED>	<REDACTED>	<REDACTED>
	Quantity	Cost per subscriber (excl. VAT)	Total Value (excl. VAT)						
2-years Inside Housing	<REDACTED>	<REDACTED>	<REDACTED>						
13. Payment	<p>Payment of valid and undisputed invoices will be made within 30 days of receipt of the invoice or, if later, the date by which the payment falls due in accordance with the 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 including the minimum required information set out in Section 68(9) of the Procurement Act 2023, to: <REDACTED>.</p> <p>Within five (5) 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	Not Applicable								
15. Progress Meetings and Progress Reports	Not Applicable								
16. Buyer Authorised Representative(s)	<p>For general liaison your contact will continue to be <REDACTED></p> <p>Email: <REDACTED></p>								
17. Supplier Authorised Representative(s)	<p>For general liaison your contact will continue to be <REDACTED></p> <p>Email: <REDACTED></p>								

18. Address for notices	<p>All notices under the Contract shall be in writing and will be served by e-mail unless it is not practicable to do so.</p> <div> <div><REDACTED></div> <div><REDACTED></div> <div><REDACTED></div> </div> <div> <div><REDACTED></div> <div><REDACTED></div> <div><REDACTED></div> </div> <p>Address: MHCLG, Fry Building, 2 Marsham Street, London, SW1P 4DF</p> <p>Address: Inside Housing, Suite 6.04, Exchange Tower, 1 Harbour Exchange Square, Isle of Dogs, London, E14 9GE</p>
19. Key Staff	<p>Not Applicable</p>
20. Procedures and Policies	<p>For the purposes of the Contract the:</p> <p>The Buyer's Security / Data Security requirements are available at: Security policy framework - GOV.UK</p> <p>The Buyer's additional Environmental Policy is available at: Greening Government Commitments - GOV.UK</p>
21. Optional Security Requirements	<p>Not Applicable</p>
22. Special Terms	<p>Not Applicable</p>
23. Incorporated Terms	<p>The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies:</p> <ul style="list-style-type: none"> (a) The cover letter from the Buyer to the Supplier dated 04 September 2025. (b) This Order Form (c) Conditions (Inside Housing - IH Information - Subscriptions Terms and Conditions)

For and on behalf of the Buyer	
Name	<REDACTED>
Role	<REDACTED>
Signature	<REDACTED>
Date	28 October 2025

For and on behalf of the Supplier	
Name	<REDACTED>
Role	<REDACTED>
Signature	<REDACTED>
Date	20/10/2025