

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

Order Form

CALL-OFF REFERENCE: Project P-31448

THE BUYER: [REDACTED]

BUYER ADDRESS Horizon House
Deanery Road
Bristol
BS1 5AH

THE SUPPLIER: HH Associates

SUPPLIER ADDRESS: Grove House
Guildford Road
Leatherhead
Surrey
KT22 9DF

REGISTRATION NUMBER: 2671533

DUNS NUMBER: 7706391193

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 27th May 2025

It's issued under the Framework Contract with the reference number RM6297 for the provision of Print Management Services.

CALL-OFF LOT(S):
LOT 1

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CALL-OFF INCORPORATED TERMS

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, including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) RM6297
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6297**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Call-Off Schedules for **RM6297**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 3 (Continuous Improvement)
 - [Call-Off Schedule 5 (Pricing Details)
 - [Call-Off Schedule 7 (Key Supplier Staff)
 - [Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - [Call-Off Schedule 9 (Security)
 - [Call-Off Schedule 10 (Exit Management)
 - [Call-Off Schedule 14 (Service Levels)
 - [Call-Off Schedule 15 (Call-Off Contract Management)
 - [Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6297**

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 SPECIAL TERMS

The following Special Terms are incorporated into this Call-Off Contract:

None

CALL-OFF START DATE: 27th of May 2025

CALL-OFF EXPIRY DATE: 26th of May 2029

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CALL-OFF INITIAL PERIOD: 4 Years

CALL-OFF DELIVERABLES

A Managed Print Service

MAXIMUM LIABILITY

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

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£750,000.00** Estimated Charges in the first 12 months of the Contract

CALL-OFF CHARGES

Option B: See details in Call-Off Schedule 5 (Pricing Details)

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- [Indexation]
- [Specific Change in Law]
- [Benchmarking using Call-Off Schedule 16 (Benchmarking)]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

The customers and preferred payment methods are as follows: -

1. Department of Environment, Food, Rural Affairs (Defra) – electronic payment
2. Natural England (NE) – electronic payment
3. Centre for Environment Fisheries and Aquaculture Science (CEFAS) – electronic payment
4. Animal & Plant Health Agency (APHA) – electronic payment
5. Royal Botanic Gardens Kew (KEW) – electronic payment
6. Agriculture and Horticulture Development Board (AHDB) – electronic payment
7. Marine Management Organisation (MMO) – electronic payment
8. Veterinary Medicines Directorate (VMD) – electronic payment
9. Environment Agency (EA) – electronic payment

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BUYER'S INVOICE ADDRESS:

Shared Services Connected Limited
DEF Procure to Pay
PO Box 790
Newport
NP10 8FZ

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

Seacole Building, 2 Marsham St, London SW1P 4DF

BUYER'S ENVIRONMENTAL POLICY

Can be found at [Environmental policy - GOV.UK](#)

The Buyer and the Supplier will work together throughout the life of the contract to improve the sustainability impact of the goods and their delivery

BUYER'S SECURITY POLICY

As per Call off Schedule 9: Security

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

HH Global, Grove House, Guildford Road, Leatherhead, KT22 9DF

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

[REDACTED]

HH Global, Grove House, Guildford Road, Leatherhead, KT22 9DF

PROGRESS REPORT FREQUENCY

On the tenth Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

[REDACTED]

[REDACTED]

[REDACTED]

HH Global, Grove House, Guildford Road, Leatherhead, KT22 9DF

Framework Ref: RM6297 Print and Digital Communications

Project Version: v1.0

Model Version: v3.10

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The customers are as follows: -

DEFRA and the 33 Bodies including but not limited to;

1. Department of Environment, Food, Rural Affairs (Defra)
2. Natural England (NE)
3. Centre for Environment Fisheries and Aquaculture Science (CEFAS)
4. Animal & Plant Health Agency (APHA)
5. Royal Botanic Gardens Kew (KEW)
6. Agriculture and Horticulture Development Board (AHDB)
7. Marine Management Organisation (MMO)
8. Veterinary Medicines Directorate (VMD)
9. Environment Agency (EA)
10. Forestry England (FE)

KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

All information stipulated in Joint schedule 4

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender).

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Full Name:		Full Name:	
Job Title/Role:		Job Title/Role:	
Date Signed:		Date Signed:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

