

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

### Order Form

CALL-OFF REFERENCE:	<b>CPD4122275A – VOTER AUTHORITY CERTIFICATE PRINT MANAGEMENT SERVICES WATERMARKED PAPER</b>
THE BUYER:	The Secretary of State for Levelling Up, Housing and Communities
BUYER ADDRESS	2nd floor NW, Fry Building, 2 Marsham Street, London, SW1P 4DF
THE SUPPLIER:	H H Associates Limited
SUPPLIER ADDRESS:	Grove House  Guildford Road, Fetcham, Leatherhead KT22 9DF
REGISTRATION NUMBER:	02671533
DUNS NUMBER:	770639193
SID4GOV ID:	

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 13<sup>th</sup> September 2022. It's issued under the Framework Contract with the reference number **RM6170** for the provision of Print Management Services.

**This is an initial Order Form to enable the ordering of paper for the planned project to proceed. The Parties anticipate a subsequent Order Form will be executed for the remaining Deliverables which will then supersede this initial Order Form.**

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### **CALL-OFF LOT(S):**

Lot 1 (*Print Management Services, including strategic and transformational Services*)

### **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: This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.

1. Joint Schedule 1 (Definitions and Interpretation) **RM6170**
2. The following Schedules in equal order of precedence:

- **Joint Schedules for RM6170**

- 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)
- Joint Schedule 13 (Continuous Improvement)
- Joint Schedule 14 (Benchmarking)

- **Call-Off Schedules for RM6170**

- Call-Off Schedule 1 (Transparency Reports)
- Call-Off Schedule 2 (Staff Transfer), Parts C and E only
- 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), Part B only (Long Form Security Requirements)
- Call-Off Schedule 10 (Exit Management)
- Call-Off Schedule 12 (Clustering)
- Call-Off Schedule 13 (Implementation Plan and Testing)
- Call-Off Schedule 14 (Service Levels)
- Call-Off Schedule 15 (Call-Off Contract Management)
- Call-Off Schedule 18 (Background Checks)

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- Call-Off Schedule 20 (Call-Off Specification)

3. CCS Core Terms (version 3.0.8)
4. Joint Schedule 5 (Corporate Social Responsibility) **RM6170**
5. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer take precedence over the documents above.

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

None

CALL-OFF START DATE: 13th September 2022

CALL-OFF EXPIRY DATE: On the expiry of the Call-Off Initial Period

CALL-OFF INITIAL PERIOD: Two Years

CALL-OFF OPTIONAL EXTENSION PERIOD: The Call-Off Initial Period may be extended by the Buyer for up to two periods of 12 months

### CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification). This Call-Off Contract is solely to authorise the Supplier to proceed to purchase the watermarked paper as specified in Call-Off Schedule 20 (Call-Off Specification). No other elements of the Deliverables shall be supplied until a separate Order Form is executed between the Parties which will supersede this Order Form.

[[REDACTED]]

In the event that the separate Order Form is not executed within 45 days of this Order Form, the Supplier shall procure the delivery of the watermarked paper to the Buyer or its nominee within 7 days of the Buyer's written request, at no additional cost, if the mileage from the manufacturer to A1 Security Print is equivalent or less. Where the mileage is above, or the inventory is already on site at A1 Security Print, additional cost will be incurred.

### MAXIMUM LIABILITY

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

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The Estimated Year 1 Charges used to calculate liability in the first Contract Year is

[[REDACTED]]

### **CALL-OFF CHARGES**

See details in Call-Off Schedule 5 (Pricing Details). The only Charges which shall fall due under this Order Form shall be in respect of the supply of watermarked paper.

The maximum Charges under this Order Form shall be [[REDACTED]]

No other elements of the Charges shall fall due until a separate Order Form is executed between the Parties which will supersede this Order Form.

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**

Direct bank transfer

### **BUYER'S INVOICE ADDRESS:**

[[REDACTED]]

Invoices to be approved by:

[[REDACTED]]

### **BUYER'S AUTHORISED REPRESENTATIVE**

[[REDACTED]]

### **BUYER'S ENVIRONMENTAL POLICY**

As set out in the Specification or any attachment to this Order Form

### **BUYER'S SECURITY POLICY**

Framework Ref: RM6170 Print Management Services

Project Version: v2.0

Model Version: v3.6

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As set out in the Specification or any attachment to this Order Form

SUPPLIER'S AUTHORISED REPRESENTATIVE

[[REDACTED]]

SUPPLIER'S CONTRACT MANAGER

[[REDACTED]]

PROGRESS REPORT FREQUENCY

Monthly (but weekly during Service implementation and more frequently as specified in the Specification)

PROGRESS MEETING FREQUENCY

Monthly (but weekly during Service implementation and more frequently as specified in the Specification)

KEY STAFF

[[REDACTED]]

KEY SUBCONTRACTOR(S)

[[REDACTED]]

COMMERCIALLY SENSITIVE INFORMATION

As described in Joint Schedule 4

SERVICE CREDITS

None

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

None

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<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	[[REDACTED]]	Signature:	[[REDACTED]]
Name:	[[REDACTED]]	Name:	[[REDACTED]]
Role:	[[REDACTED]]	Role:	[[REDACTED]]
Date:	13 September 2022	Date:	13 <sup>th</sup> September 2022