

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

Order Form

CALL-OFF REFERENCE: **TRGF3097**

THE BUYER: **Department for Transport**

BUYER ADDRESS **33 Horseferry road, London, SW1P 4DR**

THE SUPPLIER: **Banner Group Limited**

SUPPLIER ADDRESS: **Newland House
Tuscany Park
Express Way
Normanton
West Yorkshire
WF6 2TZ**

REGISTRATION NUMBER: **05510758**

DUNS NUMBER: **347066339**

SID4GOV ID: **N/A**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 04/01/2021
It's issued under the Framework Contract with the reference number 6059 Framework Contract for the provision of Office Stationery and Electronic Office Supplies.

CALL-OFF LOT(S):
Lot 1

Lot Number	Lot Description	Relevant (Yes / No)
1	Office Stationery and Electronic Office Supplies	Yes
2	Office and Electronic Office Supplies	No
3	Electronic Office Supplies	No

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. Framework Schedule 3 (Framework Prices)
3. RM6059 Framework Schedule 1 (Specification)
4. Joint Schedule 1 (Definitions and Interpretation) RM6059
5. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6059
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 5 (Corporate Social Responsibility)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 9 (Minimum Standards of Reliability)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Call-Off Schedules for **TRGF3097**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - 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 11 (Installation Works)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 16 (Benchmarking)
 - Call-Off Schedule 18 (Background Checks)
6. CCS Core Terms (version 3.0.7)

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.

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CALL-OFF SPECIAL TERMS

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

None

CALL-OFF START DATE: 18/01/2021

CALL-OFF EXPIRY DATE: 17/01/2023

CALL-OFF INITIAL PERIOD: Two Years with the option to extend for up to 2 further periods of 12 months

CALL-OFF DELIVERABLES

See details in Framework Schedule 1 (Specification)

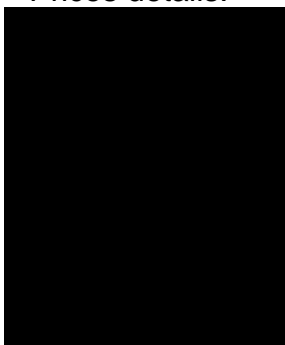
MAXIMUM LIABILITY

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 £50,000.00 excluding VAT

CALL-OFF CHARGES

Prices details:



REIMBURSABLE EXPENSES

None

PAYMENT METHOD

All methods of payment including Government Procurement Card (GPC) or (BACS)

BUYER'S INVOICE ADDRESS:

Department for Transport,
Shared Services arvato,
Sandringham Park,
Swansea Vale,
Swansea,

Framework Ref: RM6059 Office Supplies Framework
Project Version: v1.0
Model Version: v3.5

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BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

33 Horseferry road, London, SW1P 4DR

BUYER'S ENVIRONMENTAL POLICY

Included in Joint schedule 5 (Corporate Social Responsibility) Clause 7.

BUYER'S SECURITY POLICY

Included in call-off schedule 9 (security).

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

Cavell House, Stannard Place, Norwich, NR3 1YE

SUPPLIER'S CONTRACT MANAGER

Account Manager details here

[REDACTED]

[REDACTED]

[REDACTED]

Newland House, Tuscany Park, Express Way, Normanton, West Yorkshire WF6 2TZ

PROGRESS REPORT FREQUENCY

On the 10th Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on a day to be agreed suitable for all parties

KEY STAFF

[REDACTED]

[REDACTED]

[REDACTED]

Cavell House, Stannard Place, Norwich, NR3 1YE

KEY SUBCONTRACTOR(S)

None – Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

All pricing and pricing information submitted with the Supplier's Tender.

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All cost pricing (including but not limited to the Supplier's cost (ex works prices) and sell prices / Framework Price(s)) or any component thereof in any context under the Framework Agreement or any Call Off Contract together with all related or ancillary information including but not limited to any breakdown of the foregoing or any subsequent review, analysis or variation of the same – whether in any context under the Framework Agreement or any Call Off Contract, any benchmarking or otherwise. All information provided in the contract examples / case studies within the Supplier's Tender. All information relating to specific personnel of the Supplier. The Supplier's Tender as a whole contains a wide variety of information that, when taken as a whole, is acutely commercially sensitive as it reveals the Supplier's proposition to strategic customers and the way in which the Supplier presents and articulates it to them (such information amounting to a trade secret of the Supplier).

SERVICE CREDITS

A Critical Service Level Failure shall include a delay in obtaining a specified catalogue item ordered by the Customer in excess of twenty-four (24) hours more than once in any three (3) month rolling period or more than three (3) times in any rolling twelve (12) Month] period. This will be measure from the point of order by the customer to the point of dispatch by the supplier.

In relation to Delivery, a Critical Service Level Failure shall include a missed scheduled delivery by the supplier more than once in any three-month rolling period or more than three (3) times in any rolling (12) month period.

Service credit is capped at £500 per quarter for each service level criteria.

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 Joint schedule 5 (Corporate Social Responsibility).

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	18 th January 2021	Date:	21/01/2021

