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

**Order Form**

CALL-OFF REFERENCE: con\_24753 - RM6299 Lot 1 - Office Supplies and Electronic Office Supplies

THE BUYER: The Ministry of Justice

BUYER ADDRESS 5 Wellington Place, Leeds, LS1 4AP

THE SUPPLIER: Banner Group Limited

SUPPLIER ADDRESS:Newland House, Tuscany Park, Express Way, Normanton, WF6 2TZ

REGISTRATION NUMBER:[REDACTED]

DUNS NUMBER: [REDACTED]

SID4GOV ID:[REDACTED]

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 6 March 2025.

It’s issued under the Framework Contract with the reference number **RM6299** for the provision of office supplies and equipment and electronic office supplies.

CALL-OFF LOT(S):

|  |
| --- |
| Lot 1 – Office Stationery and Electronic Office Supplies (EOS) Multi Supplier Lot |

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) **RM6299** framework Framework Special Terms.
3. The following Schedules in equal order of precedence:

Joint Schedules for **RM6299** framework

* + 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 **RM6299** Call-Off reference number

* + Call-Off Schedule 1 (Transparency Reports)
	+ 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 18 (Background Checks)
	+ Call-Off Schedule 20 (Call-Off Specification)
	+ Call-Off Schedule 24 (Corporate Resolution Planning)
1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6299**

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: 1st April 2025

CALL-OFF EXPIRY DATE: 30th September 2026

CALL-OFF INITIAL PERIOD: 18 months with a break clause at 12 months

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off 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 £[REDACTED].

CALL-OFF CHARGES

Charges for the Deliverables

[REDACTED]

Any variation to the Charges payable under this Call-Off Contract must be agreed between the Supplier and the Buyer and implemented using the same procedure for altering Framework Prices in accordance with the provisions of Framework Schedule 3.

REIMBURSABLE EXPENSES

Recoverable as stated in the Framework Contract

PAYMENT METHOD

[REDACTED]

BUYER’S INVOICE ADDRESS:

[REDACTED]

BUYER’S AUTHORISED REPRESENTATIVE

[REDACTED]

BUYER’S ENVIRONMENTAL POLICY

[REDACTED]

BUYER’S SECURITY POLICY

[REDACTED]

SUPPLIER’S AUTHORISED REPRESENTATIVE

[REDACTED]

Norwich Office: 3rd Floor, Cavell House, Stannard Place, St Crispins Road, Norwich. NR3 1YE

SUPPLIER’S CONTRACT MANAGER

[REDACTED]

Norwich Office: 3rd Floor, Cavell House, Stannard Place, St Crispins Road, Norwich. NR3 1YE

PROGRESS REPORT FREQUENCY

On the 10th working day of each calendar month

PROGRESS MEETING FREQUENCY

Bi-weekly on the first Monday.

Monthly after 10 working days from the start of each month.

Quarterly after 10 working days from the start of the month that the quarter starts in.

KEY STAFF



Norwich Office: 3rd Floor, Cavell House, Stannard Place, St Crispins Road, Norwich. NR3 1YE

[REDACTED]

Norwich Office: 3rd Floor, Cavell House, Stannard Place, St Crispins Road, Norwich. NR3 1YE

[REDACTED]

Norwich Office: 3rd Floor, Cavell House, Stannard Place, St Crispins Road, Norwich. NR3 1YE

[REDACTED]

Norwich Office: 3rd Floor, Cavell House, Stannard Place, St Crispins Road, Norwich. NR3 1YE

KEY SUBCONTRACTOR(S)

N/a

COMMERCIALLY SENSITIVE INFORMATION

[REDACTED]

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of the Buyer:** |
| Signature: | [REDACTED] | Signature: | [REDACTED] |
| Name: | [REDACTED] | Name: | [REDACTED] |
| Role: | [REDACTED] | Role: | [REDACTED] |
| Date: | [REDACTED] | Date: | [REDACTED] |