

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

CALL-OFF REFERENCE: C23208

THE BUYER: The Department for Environment,
Food and Rural Affairs (DEFRA)

BUYER ADDRESS [Redacted]

THE SUPPLIER: HH Global Ltd

SUPPLIER ADDRESS: [Redacted]
[Redacted]
[Redacted]

DUNS NUMBER: [Redacted]

SID4GOV ID: [Redacted]

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 13/02/2024. It's issued under the Framework Contract with the reference number RM6170 for the provision of Defra Managed Print Service 2024 – 2025

CALL-OFF LOT(S):
Not applicable

Framework Ref: RM6170 Print Management Services

Project Version: v1.0

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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) **RM6170**
3. The following Schedules in equal order of precedence:



Framework Ref: RM6170 Print Management Services

Project Version: v1.0

2



- Joint Joint Schedule 7 (Financial Difficulties)
Schedules for **RM6170** ○ Joint Schedule 2 (Variation Form) ○ Joint Schedule 3 (Insurance Requirements) ○ Joint Schedule 4 (Commercially Sensitive Information) ○ ○

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- ○ 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)
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- Call-Off Schedules for **RM6170**

- Call-Off Schedule 1 (Transparency Reports) ○ Call-Off Schedule 5 (Pricing Details) ○ Call-Off Schedule 8 (Business Continuity and Disaster Recovery)

Framework Ref: RM6170 Print Management Services

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- Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)
- 4. CCS Core Terms (version 3.0.8)
- 5. Joint Schedule 5 (Corporate Social Responsibility) **RM6170**

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: 19/02/2024

CALL-OFF EXPIRY DATE: 26/05/2025

CALL-OFF INITIAL PERIOD: 1 year, 3 months

CALL-OFF DELIVERABLES

A managed print service for Defra Group (excluding Rural Payments Agency) as per Lot 1 of this framework.

MAXIMUM LIABILITY

Framework Ref: RM6170 Print Management Services

Project Version: v1.0

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 **£3.6 Million**

CALL-OFF CHARGES

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)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

[Redacted Payment Method]

Framework Ref: RM6170 Print Management Services

Project Version: v1.0

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Defra aims to pay undisputed invoices within 5 days, in line with the government's [Prompt Payment Policy](#)

To support this aim, Defra uses an automated scanning solution to speed up how they review and process invoices.

To help Defra efficiently process your invoice, please make sure you:

- include a valid Defra purchase order number on your invoice
- Indicate the purchase order line number if you are invoicing an item from a multiple line purchase order
- Provide a quantity, unit rate, and meaningful description for each unit Defra is buying (where applicable)
- Send an email that is not bigger than 4MB
- Format all files as PDFs
- Attach all files directly to the email – for example, you should not attach folders
- Provide one PDF per invoice – all supporting documentation must be included within the single PDF
- Send your invoice to one email address only – do not copy in multiple addresses
- Do not send password protected files – these cannot be processed
- You can attach multiple invoices to one email, but each invoice must be in a separate PDF.

Submit your invoice to the relevant email address:

[REDACTED]

[REDACTED]

[REDACTED]

■

[REDACTED]

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In exceptional circumstances, suppliers may post invoices to the following
address:

BUYER'S INVOICE ADDRESS:

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

BUYER'S AUTHORISED REPRESENTATIVE

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

BUYER'S ENVIRONMENTAL POLICY
Available upon request.

BUYER'S SECURITY POLICY Available
upon request

SUPPLIER'S AUTHORISED REPRESENTATIVE

[Redacted]
[Redacted]
[Redacted]

Framework Ref: RM6170 Print Management Services

Project Version: v1.0

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

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

PROGRESS REPORT FREQUENCY

Monthly – date to be agreed by contract manager To include
breakdown of spend by agency and contract spend to date.

PROGRESS MEETING FREQUENCY

On a rolling monthly basis – dates/times to be agreed with the contract manager.

KEY STAFF

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)

Framework Ref: RM6170 Print Management Services

Project Version: v1.0

8

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10. Forestry England (FE)

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

Off Schedules)

[Redacted]

SERVICE CREDITS

[Redacted]

ADDITIONAL INSURANCES

[Redacted]

GUARANTEE

[Redacted]

SOCIAL VALUE COMMITMENT

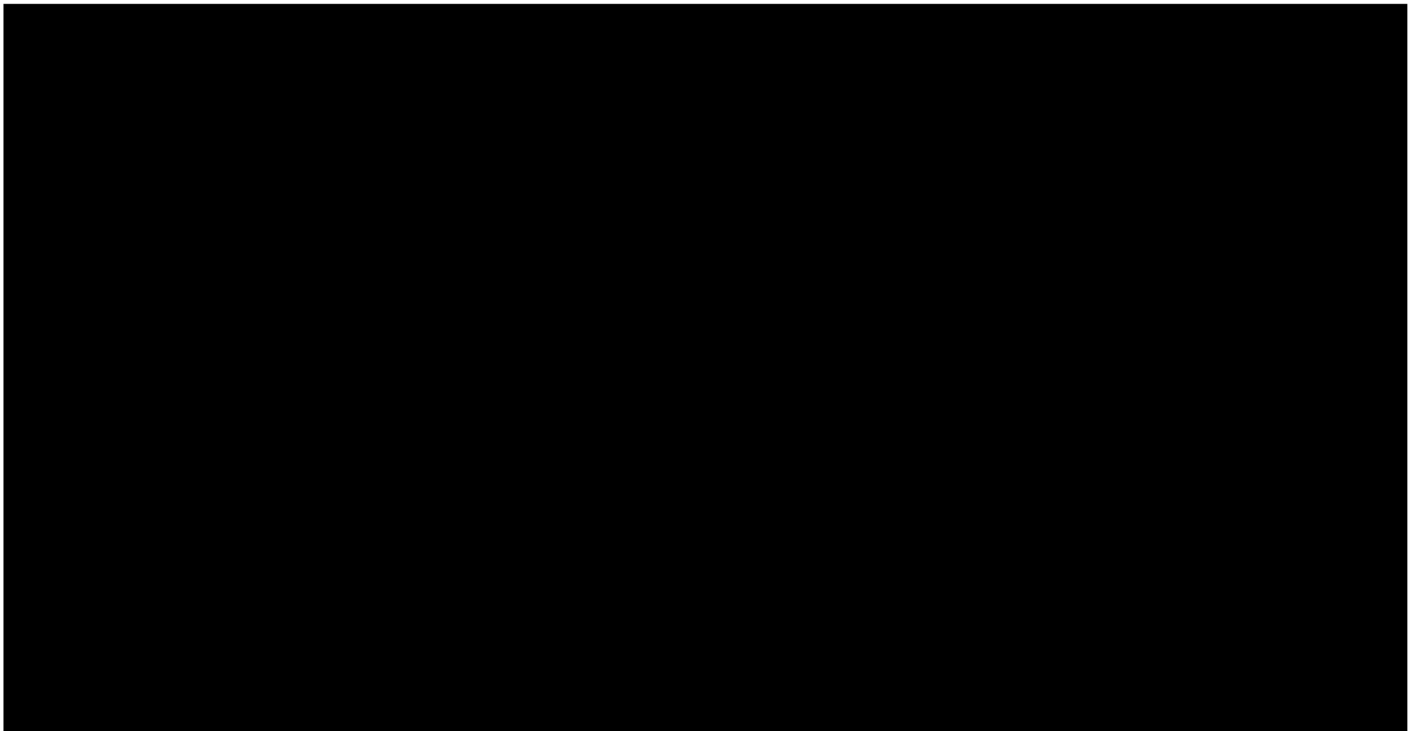
As per framework agreement.

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Framework Ref: RM6170 Print Management Services

Project Version: v1.0

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2018



Framework Ref: RM6170 Print Management Services

Project Version: v1.0

