



Crown  
Commercial  
Service

## **Bid Pack**

### **Attachment 5 – Order Form and Call Off Schedules**

End to End Print Management Service

Contract Reference: CCZW21A01

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

### Part A

### Order Form Template

CALL-OFF REFERENCE:	CCZW21A01 (MOD Contract Reference TBC)
THE BUYER:	Ministry of Defence
BUYER ADDRESS	MOD Abbeywood, Spruce 3, #1301, Bristol, BS34 8JH
THE SUPPLIER:	Corporate Document Services Ltd
SUPPLIER ADDRESS:	Riverside House, 7 Canal Wharf, Leeds LS11 5AS
REGISTRATION NUMBER:	02925653
DUNS NUMBER:	737586297
SID4GOV ID:	737586297

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated Friday 1st October 2021. It's issued under the Framework Contract with the reference number RM6170 for the provision of Print Management Services

CALL-OFF LOT(S):  
**2 – Print Management 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:

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) RM3821
3. The following Schedules in equal order of precedence:
  - Call-Off Schedule 17 (MOD Terms)
  - Joint Schedules for framework reference number 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 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 CCZW21A01
    - 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 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3. 0.3)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6170
6. 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**

Not Applicable

**End to End Print Management Service****Call Off Reference: CCZW21A01**

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**CALL-OFF START DATE:**

Contract Signature and start of Mobilisation Period - Wednesday 6th October 2021

Contract Services Commencement - Wednesday 1st December 2021

CALL-OFF EXPIRY DATE: Friday 28th November 2025

CALL-OFF INITIAL PERIOD: Four (4) Years

**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 £7,000,000 (ex VAT)

**CALL-OFF CHARGES**

Up to a maximum of £28,000,000.00 (ex VAT)

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

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

The Charges will not be impacted by any change to the Framework Prices.

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

The Contracting Authority's Purchase to Pay system known as Contracting, Purchasing and Finance (CP&amp;F) is the mandated payment mechanism.

Suppliers will transact with CP&F via the Exostar platform (<https://my.exostar.com/>)

Due to not all demanders having access to CP&amp;F (e.g. ALB's, Associated Charities), there may be a requirement on the contractor to accept payments via Government Procurement card and BACS when required.

Please see section 17 of Attachment 3 Statement of Requirements/Call-Off Schedule 20 – Call-Off Specification for full details.

**BUYER'S INVOICE ADDRESS:**

Ministry of Defence

DBS Finance

Walker House

Exchange Flags

Liverpool L2 3YL

Framework Ref: RM6170 Print Management Services

Project Version: V1

Model Version: v3.6

**BUYER'S AUTHORISED REPRESENTATIVE**

Redacted – Personal Information

MOD Abbeywood, Spruce 3, #1301, Bristol, BS34 8JH

**BUYER'S ENVIRONMENTAL POLICY**

Available online at:

<https://www.gov.uk/government/collections/sustainabledevelopment-mod>

**BUYER'S SECURITY POLICY**

Full details in Call-Off Schedule 9 – Security, Call-Off Schedule 17 – MOD Terms and Call-Off Schedule 20 – Call-Off Specification

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

Redacted – Personal Information

**SUPPLIER'S CONTRACT MANAGER**

Redacted – Personal Information

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter

**KEY STAFF**

Ministry of Defence:

Redacted – Personal Information

Redacted – Personal Information

The Supplier:

Redacted – Personal Information

Redacted – Personal Information

Redacted – Personal Information

Redacted – Personal Information

Redacted – Personal Information

**KEY SUBCONTRACTOR(S)**

**WEB**

Redacted – Commercially Sensitive Information

Redacted – Personal Information

Redacted – Commercially Sensitive Information

Redacted – Personal Information

**STORAGE AND DISTRIBUTION**

## **End to End Print Management Service**

**Call Off Reference: CCZW21A01**

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Redacted – Commercially Sensitive Information

Redacted – Personal Information

## **SERVICES**

Redacted – Commercially Sensitive Information

Redacted – Personal Information

Redacted – Commercially Sensitive Information

Redacted – Personal Information

Redacted – Commercially Sensitive Information

Redacted – Personal Information

## **MAP PRINTING**

Redacted – Commercially Sensitive Information

Redacted – Personal Information

## **LARGE FORMAT/POS**

Redacted – Commercially Sensitive Information

Redacted – Personal Information

Redacted – Commercially Sensitive Information

Redacted – Personal Information

Redacted – Commercially Sensitive Information

Redacted – Personal Information

## **SPECIALIST PRINTING**

Redacted – Commercially Sensitive Information

Redacted – Personal Information

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## **PROMOTIONAL ITEMS**

Redacted – Commercially Sensitive Information

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**PAPER MERCHANT**

Redacted – Commercially Sensitive Information  
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**COMMERCIALLY SENSITIVE INFORMATION**

Contents of the Supplier's Bid Submission.

**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)

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
<b>Signature:</b>	Redacted – Personal Information	<b>Signature:</b>	Redacted – Personal Information
<b>Name:</b>	Redacted – Personal Information	<b>Name:</b>	Redacted – Personal Information
<b>Role:</b>	Redacted – Personal Information	<b>Role:</b>	Redacted – Personal Information
<b>Date:</b>	04-10-2021	<b>Date:</b>	06-10-2021