

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

Order Form RM6017 (Lot 4)

CALL-OFF REFERENCE: C13034

THE BUYER: **Home Office**

BUYER ADDRESS GRO Smedley Hydro Trafalgar Road, Birkdale,
Southport, PR8 2HH, United Kingdom

THE SUPPLIER: UK Mail TA DHL Parcel UK Ltd

SUPPLIER ADDRESS: 120 Buckingham Avenue, Slough, SL1 4LZ,
England

REGISTRATION NUMBER: Unknown

DUNS NUMBER: REDACTED

SID4GOV ID: Unknown

APPLICABLE FRAMEWORK CONTRACT – RM6017, Lot 4

This Order Form is for the provision of the Call-Off Deliverables and dated 22nd September 2023.

It is issued under the Framework Contract with the reference number **RM6017** for the provision of International Mail Services to the General Register Office of England and Wales (GRO).

CALL-OFF LOT(S):

Lot Number	Lot Description	Relevant (Yes / No)
3	Collection and Delivery of Letters, Large Letters and Parcels	No
4	Collection and Delivery of Letters, Large Letters and Parcels to International Destinations	Yes
5	Audits, Efficiency Reviews and Niche Consultancy	No
6	Business Process Outsourcing, Mailroom, Document and Data	No

	Managed Service	
7	Hybrid Mail, Digital and Transformational Communications	No
8	Inbound Delivery Services	No
9	Mail Opening and Digital Scanning Services	No
10	Security Screening Services	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. Joint Schedule 1(Definitions and Interpretation)**RM6017**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for**RM6017**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 9 (Minimum Standards of Reliability)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 14 (Benchmarking)
 - Call-Off Schedules for**C13034**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 5(Pricing Details)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - 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 20 (Call-Off Specification)
4. CCS Core Terms (version 1.0/3.0.6)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6017**

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

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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 used.

CALL-OFF START DATE: **27th November 2023**

CALL-OFF EXPIRY DATE: **26th November 2024**

CALL-OFF INITIAL PERIOD: **1 Years, 0 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 Estimated Charges in the first 12 months of the Contract.

CALL-OFF CHARGES

REDACTED

REIMBURSABLE EXPENSES (LOT 5 ONLY)

None

PAYMENT METHOD

Please send your electronic invoices by email to:

HOSupplierInvoices@Homeoffice.gov.uk

Invoices will be paid by bank transfer

See Call Off Schedule 5 for invoice format.

BUYER'S INVOICE ADDRESS:

HOSupplierInvoices@Homeoffice.gov.uk

Home Office
HO Box 5015
SSCL
Phoenix House
Newport
NP10 8FZ
UNITED KINGDOM

Framework Ref: RM6017

Project Version: v1.0

Model Version: v3.3

BUYER'S AUTHORISED REPRESENTATIVE

Operational

REDACTED

GRO Senior Supplier Manager

REDACTED

Commercial

REDACTED

BUYER'S ENVIRONMENTAL POLICY

See Joint Schedule 5: Corporate Social Responsibility

BUYER'S SECURITY POLICY

See Framework Schedule 10 (ISO 27001 or equivalent)

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER'S CONTRACT MANAGER

REDACTED

PROGRESS REPORT FREQUENCY

First Working Day of each Month]

PROGRESS MEETING FREQUENCY

Operational Board monthly, date to be agreed

BUYER'S OPERATIONAL BOARD MEMBERS

REDACTED

SUPPLIER'S OPERATIONAL BOARD MEMBERS

REDACTED

OPERATIONAL BOARD PLANNED START DATE

Second Month following the Effective Date

OPERATIONAL BOARD MEETINGS FREQUENCY

Monthly

OPERATIONAL BOARD MEETINGS LOCATION

Virtual unless otherwise agreed to be face to face.

KEY STAFF

Framework Ref: RM6017

Project Version: v1.0

Model Version: v3.3

REDACTED

Supplier

REDACTED

KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

REDACTED

SERVICE CREDITS

REDACTED

ADDITIONAL INSURANCES

Not applicable – Insurances required as per Joint Schedule 3

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

See Joint Schedule 5: Corporate and Social Responsibility

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	