

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

Order Form

CALL-OFF REFERENCE: **SR497791209**

THE BUYER: **HM Revenue & Customs (HMRC), and
Valuations Office Agency (VOA)**

BUYER ADDRESS **HMRC: Ralli Quays, 3 Stanley Street, Salford, M60 9LA**
VOA : 8th Floor, 10 South Colonnade, London, E14 4PU

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: **Not Applicable**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 30th November 2020.

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 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. Joint Schedule 1(Definitions and Interpretation) RM6059
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6059
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - 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 **SR497791209**
 - 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 12 (Clustering)
 - 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 16 (Benchmarking)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6059

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:
HMRC Mandatory Terms



Sch 6 - Appendix 1 -
HMRC MANDATORY

CALL-OFF START DATE: **1st January 2021**

CALL-OFF EXPIRY DATE: **31st December 2023**

CALL-OFF INITIAL PERIOD: **3 years**

CALL-OFF DELIVERABLES

Option B: 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
£2,000,000

CALL-OFF CHARGES

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

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

The Buyer has implemented its electronic transaction system (myBUY). Each invoice and any Supporting Documentation required to be submitted shall be submitted by the Supplier, as directed by the Authority from time to time via myBUY.

BUYER'S INVOICE ADDRESS:

Invoices will be sent to the Buyer's electronic transaction system.

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

HMRC & 'Revenue & Customs Data Technology Service' (RCDTS) Commercial
Contract Manager

[REDACTED]

[REDACTED]
VOA Commercial Contract Manager
[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

As per Section 3.2 of Schedule 20 (Call-Off Specification)

BUYER'S SECURITY POLICY

As per Section 3.8 of Schedule 20 (Call-Off Specification)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
Sales Manager
[REDACTED]
[REDACTED]

SUPPLIER'S CONTRACT MANAGERS

[REDACTED] (HMRC & RCDTS)
[REDACTED]

[REDACTED] (VOA)
[REDACTED]
[REDACTED]

PROGRESS REPORT FREQUENCY

Progress Reports will be delivered to the Buyer (HMRC & VOA) on the tenth Working Day of each calendar month. Reports will be delivered to each respective Commercial Contract Manager, and will only contain data which relates to their specific organisation.

The monthly reports will be supplemented by a quarterly dashboard report which will be delivered to the Buyer on the tenth Working Day of each Quarter.

The content of these reports and Quarterly Dashboard will be agreed between the Buyer and Supplier no later than 30 days following Contract Award, but is expected to include (but not limited to):

- Products ordered – inc. volume and cost, destination postcode and PO Ref
- Ordering trends
- Savings opportunities
- Missed savings

PROGRESS MEETING FREQUENCY

Progress Meetings will take place in accordance with the cyclical schedule detailed within Schedule 15 (Call-Off Contract Management).

KEY STAFF

[REDACTED]
HMRC (& RCDTS) Commercial Contract Manager

[REDACTED]
HMRC (& RCDTS) Senior Contract Manager

[REDACTED]
HMRC (& RCDTS) Category Lead – Corporate Services

[REDACTED]
VOA Commercial Contract Manager

[REDACTED]
VOA Head of Commercial

KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

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

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

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

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

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The Service Credit Cap is: 1% of the current months transactions total

The Service Period is: One Month

A Critical Service Level Failure is: Not Applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

As per Section 3.6 of Schedule 20 (Call-Off Specification)

For and on behalf of the Supplier:		For and on behalf of the Buyer (HMRC):	
Signature:		Signature:	
Name:	██████████	Name:	████████████████████
Role:		Role:	
Date:		Date:	

For and on behalf of The Commissioners for Valuation Office Agency:	
Signature:	
Name:	████████████████████
Role:	
Date:	