

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

Order Form

CALL-OFF REFERENCE:	CPD4128015
THE BUYER:	Department for Levelling Up, Housing & Communities
BUYER ADDRESS	Fry Building, 2 Marsham Street, London, SW1P 4DF
THE SUPPLIER:	Banner Group Limited
SUPPLIER ADDRESS:	1st Floor, 1 Europa Drive, Sheffield, S9 1XTN
REGISTRATION NUMBER:	05510758
DUNS NUMBER:	347066339
SID4GOV ID:	N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 8 August 2024.

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

CALL-OFF LOT(S):
Lot 1 – Office Stationery and Electronic Office Supplies (EOS).

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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) **RM6299** Framework Special Terms.
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6299** framework
 - o Joint Schedule 2 (Variation Form)
 - o Joint Schedule 3 (Insurance Requirements)
 - o Joint Schedule 4 (Commercially Sensitive Information)
 - o Joint Schedule 10 (Rectification Plan)
 - o Joint Schedule 11 (Processing Data)
 - o Joint Schedule 13 (Continuous Improvement)

Call-Off Schedules for RM6299 Call-Off ref. CPD4128015

- o Call-Off Schedule 1 (Transparency Reports)
 - o Call-Off Schedule 2 (Staff Transfer)
 - o Call-Off Schedule 5 (Pricing Details)
 - o Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - o Call-Off Schedule 9 (Security)
 - o Call-Off Schedule 10 (Exit Management)
 - o Call-Off Schedule 14 (Service Levels)
 - o Call-Off Schedule 15 (Call-Off Contract Management)
4. CCS Core Terms (version 3.0.11)
 5. Joint Schedule 5 (Corporate Social Responsibility) **RM6299**
 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

None.

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CALL-OFF START DATE: 12 August 2024

CALL-OFF EXPIRY DATE: 11 August 2026

CALL-OFF INITIAL PERIOD: 2 Years

CALL-OFF OPTIONAL EXTENSION PERIOD: Two further periods of one year.

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 £8,000 (excluding VAT).

CALL-OFF CHARGES

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

BACS/ Electronic Invoice.

Invoices must quote the Buyer's contract number and purchase order number (to be confirmed) along with appropriate description of work completed and timesheets which have been approved by the Buyer. Failure to do so may result in a delay in payment for which the Buyer cannot be held responsible.

BUYER'S INVOICE ADDRESS:

<REDACTED>

<REDACTED>

<REDACTED>

<REDACTED>

<REDACTED>

<REDACTED>

<REDACTED>

BUYER'S AUTHORISED REPRESENTATIVE

<REDACTED>

<REDACTED>

<REDACTED>

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BUYER'S ENVIRONMENTAL POLICY

Available online at: <https://www.gov.uk/government/collections/greening-government-commitments>

BUYER'S SECURITY POLICY

Available online at: <https://www.government/publications/security-policy-framework/hmg-security-policy-framework>.

SUPPLIER'S AUTHORISED REPRESENTATIVE

<REDACTED>

<REDACTED>

<REDACTED>

SUPPLIER'S CONTRACT MANAGER

<REDACTED>

<REDACTED>

<REDACTED>

PROGRESS REPORT FREQUENCY

On the 10th (tenth) Working Day of each calendar month.

PROGRESS MEETING FREQUENCY

Quarterly on a day to be agreed suitable for all parties.

KEY STAFF

Not Applicable.

KEY SUBCONTRACTOR(S)

Not Applicable.

COMMERCIALLY SENSITIVE INFORMATION

As set out in Joint Schedule 4 (Commercially Sensitive Information).

SERVICE CREDITS

Not applicable.

ADDITIONAL INSURANCES

Not applicable.

GUARANTEE

Not applicable.

SOCIAL VALUE COMMITMENT

Not applicable.

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