

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

## Order Form

CALL-OFF REFERENCE: **CS20359**

THE BUYER: **Department for Business, Energy and Industrial Strategy (BEIS)**

BUYER ADDRESS **1 Victoria Street, London, SW1H 0ET**

THE SUPPLIER: **Banner Group Limited**

SUPPLIER ADDRESS: **Newland House - Unit 2 Tuscany Park,  
Wakefield Europort, Normanton, England,  
WF6 2TZ**

REGISTRATION NUMBER: **05510758**

DUNS NUMBER: **34-706-6339**

SID4GOV ID: **N/A**

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 21/12/2020 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 1**

<b>Lot Number</b>	<b>Lot Description</b>	<b>Relevant (Yes / No)</b>
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 – CS20359
    - 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 RM6059 – CS20359
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
    - 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 11 (Installation Works)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 16 (Benchmarking)
    - 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:

**Special Term 1** - To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number, item number and description. Non-compliant invoices will be returned to you which may lead to a delay in payment.

**CALL-OFF START DATE:** 1<sup>st</sup> January 2021

**CALL-OFF EXPIRY DATE:** 31<sup>st</sup> December 2022

**CALL-OFF INITIAL PERIOD:** 2 years

**CALL- OFF EXTENSION OPTION:** Option to extend on an annual basis for a further 2 years (1+1). The final end date of this contract shall not exceed 31/12/2024

**CALL-OFF DELIVERABLES:** Option 2: See details in Call-Off Schedule 20 (Call-Off Specification) Delivery of in scope products shall be on a weekly basis

#### **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 **£106,250.00 ex VAT** Estimated Charges in the first 12 months of the Contract.

#### **CALL-OFF CHARGES**

The total contract value for the initial 2 year period shall not exceed £212,500.00 excluding VAT.

The total contract value for the optional extensions shall not exceed £106,250.00 excluding VAT per annum.

The total contract value, including optional extensions, shall not exceed £425,000.00 excluding VAT.

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 Supplier shall submit an invoice within 28 days of supplying the Supplies and or performing Services to the satisfaction of the Contracting Authority. The invoice shall show the amount of VAT payable and bear the Purchase Order number. Save where

an invoice is disputed, the Contracting Authority shall pay the Contractor within 30 days of receipt of an invoice via BACS payment.

If you have a query regarding an outstanding payment please contact our accounts payable section either by email to [finance@services.ukpbs.co.uk](mailto:finance@services.ukpbs.co.uk) or by telephone 01793-867204 between 09:00 and 17:00 Monday to Friday

**BUYER'S INVOICE ADDRESS:**

[finance@services.ukpbs.co.uk](mailto:finance@services.ukpbs.co.uk)

UKPBS, Queensway House, West Precinct, Billingham, TS23 2NF

**BUYER'S AUTHORISED REPRESENTATIVE:**

Core Services Procurement

[professionalservices@ukpbs.co.uk](mailto:professionalservices@ukpbs.co.uk)

Polaris House, North Star Avenue, Swindon, SN2 1FF

**BUYER'S ENVIRONMENTAL POLICY:**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/675134/beis-environmental-policy-2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/675134/beis-environmental-policy-2018.pdf)

**BUYER'S SECURITY POLICY:**

<https://www.gov.uk/government/publications/civil-nuclear-cyber-security-strategy>

**SUPPLIER'S AUTHORISED REPRESENTATIVE:**

**REDACTED**

Sales Manager

**REDACTED**

Cavell House, Stannard Place, Norwich, NR3 1YE

**SUPPLIER'S CONTRACT MANAGER:**

**REDACTED**

Key Account Manager

**REDACTED**

Cavell House, Stannard Place, Norwich, NR3 1YE

**PROGRESS REPORT FREQUENCY:**

On the 10th Working Day of each calendar month

**PROGRESS MEETING FREQUENCY:**

Quarterly on a day to be agreed suitable for all parties

**KEY STAFF:**

**REDACTED**

Key Account Manager

**REDACTED**

Cavell House, Stannard Place, Norwich, NR3 1YE

**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:**

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)

For and on behalf of the Supplier – Banner Group Ltd:		For and on behalf of the Buyer: Department for Business, Energy & Industrial Strategy:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	REDACTED	Date:	REDACTED