

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

Order Form

CALL-OFF REFERENCE:	con_26421
THE BUYER:	Secretary of State for Education
BUYER ADDRESS	Sanctuary Buildings Great Smith Street London SW1P 3BT
THE SUPPLIER:	Banner Group Limited
SUPPLIER ADDRESS:	1st Floor 1 Europa Drive Sheffield England S9 1XT
REGISTRATION NUMBER:	05510758
DUNS NUMBER:	347066339
SID4GOV ID:	-

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 17 December 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) Multi Supplier Lot

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:

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1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6299** framework 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 11 (Processing Data)
 - Call-Off Schedules for **RM6299** Call-Off reference number
 - o Call-Off Schedule 1 (Transparency Reports)
 - o [Call-Off Schedule 5 (Pricing Details)
 - o [Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6299**

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

[REDACTED]

CALL-OFF START DATE: **18/12/2024**

CALL-OFF EXPIRY DATE: **17/12/2027**

CALL-OFF INITIAL PERIOD: Three Years with the option to extend for up to a further 12 months.

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.

[REDACTED]

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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). The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law
- Benchmarking using Call-Off Schedule 16 (Benchmarking)

REIMBURSABLE EXPENSES

Not applicable

PAYMENT METHOD

Refer to special terms, all payments to be made using embedded payment cards. Individual payment cards to be charged for each individual part of the business using appropriate cost centre codes as agreed.

BUYER'S INVOICE ADDRESS:

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

Not applicable

BUYER'S SECURITY POLICY

[REDACTED]

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

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

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KEY STAFF



KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

None

SERVICE CREDITS

None

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

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

Execution by seal / deed where required by the Buyer.