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

**Order Form**

CALL-OFF REFERENCE: CCWA23A02

THE BUYER: Government Property Agency

 BUYER ADDRESS 23 Stephenson Street, Birmingham B2 4BJ

THE SUPPLIER: Crown Workspace Limited

SUPPLIER ADDRESS: Heritage House, 345 Southbury Road, Enfield, EN1 1TW

REGISTRATION NUMBER: 03250579

DUNS NUMBER: 424702777

SID4GOV ID: N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **1st July 2023.**

It’s issued under the Framework Contract with the reference number RM6074 for the provision of Logistics and Warehousing.

CALL-OFF LOT:

|  |  |  |
| --- | --- | --- |
| **Lot Number** | **Lot Description** | **Relevant** **(Yes / No)** |
| Lot 1 | Logistics - Transport |  |
| Lot 2 | Logistics - Warehousing and Storage | Yes |
| Lot 3 | Waste Logistics, Recycling, Disposal and Destruction |  |
| Lot 4 | Removals, Relocations and Related Services |  |
| Lot 5 | Vehicle, Plant and Industrial Equipment – Transportation and Storage |  |
| Lot 6 | Construction Logistics – Transportation and Storage |  |
| Lot 7 | Healthcare Logistics – Transportation and Storage |  |
| Lot 8 | Logistics and Warehousing Solutions, Design and Support Services |  |

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) **RM6074**
3. The following Schedules in equal order of precedence:
* Joint Schedules for **RM6074**
	+ Joint Schedule 2 (Variation Form)
	+ Joint Schedule 3 (Insurance Requirements)
	+ Joint Schedule 4 (Commercially Sensitive Information)
	+ Joint Schedule 10 (Rectification Plan)
	+ Joint Schedule 11 (Processing Data)
* Call-Off Schedules for **RM6074**
	+ Call-Off Schedule 1 (Transparency Reports)
	+ Call-Off Schedule 2 (Staff Transfer)
	+ Call-Off Schedule 5 (Pricing Details)
	+ Call-Off Schedule 10 (Exit Management)
1. CCS Core Terms (version 3.0.9)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6074**

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

CALL-OFF START DATE: 1stJuly 2023

CALL-OFF EXPIRY DATE: 30th September 2023

CALL-OFF INITIAL PERIOD: 3 Months

Extension Period: Option to extend in monthly increments up to the period of 4 months.

CALL-OFF DELIVERABLES

Crown Workspace offsite storage provision and ad hoc collection of furniture.

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract shall be £75,150.

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

REDACTED TEXT under FOIA Section 40, Personal Information. Monthly invoicing shall apply.

You must be in receipt of a valid PO Number before submitting an invoice. 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 (if applicable) and the details of your Buyer contact (i.e. Contract Manager). Non- compliant invoices will be sent back to you, which may lead to a delay in payment.

BUYER’S INVOICE ADDRESS:

Government Property Agency,

REDACTED TEXT under FOIA Section 40, Personal Information.

23 Stephenson Street, Birmingham B2 4BJ

BUYER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information.

Associate Commercial Specialist

REDACTED TEXT under FOIA Section 40, Personal Information.

BUYER’S ENVIRONMENTAL POLICY

N/A

BUYER’S SECURITY POLICY

N/A

SUPPLIER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information.

Company Secretary

Heritage House, 345 Southbury Road, Enfield, EN1 1TW

SUPPLIER’S CONTRACT MANAGER

REDACTED TEXT under FOIA Section 40, Personal Information.

Account Manager

REDACTED TEXT under FOIA Section 40, Personal Information.

Heritage House, 345 Southbury Road, Enfield, EN1 1TW

PROGRESS REPORT FREQUENCY

N/A

PROGRESS MEETING FREQUENCY

N/A

KEY STAFF

REDACTED TEXT under FOIA Section 40, Personal Information.

Area Workplace Services Manager

REDACTED TEXT under FOIA Section 40, Personal Information.

KEY SUBCONTRACTOR(S)

Edwards Furniture solutions Ltd, trading address: -

Kemp House. 152 -160 City Road London EC1V 2NX

Registration number 10585179

VAR Registration GB280238903

COMMERCIALLY SENSITIVE INFORMATION

Service Pricing

SERVICE CREDITS

N/A

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

|  |  |
| --- | --- |
| **For and behalf of the Supplier** | **For and behalf of the Customer** |
| Signature: | REDACTED TEXT under FOIA Section 40, Personal Information. | Signature: | REDACTED TEXT under FOIA Section 40, Personal Information. |
| Name: | REDACTED TEXT under FOIA Section 40, Personal Information. | Name: | REDACTED TEXT under FOIA Section 40, Personal Information. |
| Role: | Company Secretary  | Role: | Associate Commercial Specialist  |
| Date: |  | Date: | 12/07/2023 |