

## Framework Schedule 6c Order Form Template Finance Lease ONLY

*(Leasing and/or Service Requirements under Lot 2)*

### Order Form

CALL-OFF REFERENCE:	[REDACTED]
THE BUYER:	The Comptroller-General of patents, designs, and trademarks, acting through the Patent Office operating in the name of the Intellectual Property Office
BUYER ADDRESS	[REDACTED]
THE SUPPLIER:	Ricoh UK Ltd
SUPPLIER ADDRESS:	[REDACTED]
REGISTRATION NUMBER:	[REDACTED]
DUNS NUMBER:	N/A
SID4GOV ID:	N/A

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated Wednesday 1<sup>st</sup> October 2025.

It's issued under the Framework Contract with the reference number RM6174 for the provision of Multifunctional Devices (MFDs), Print and Digital Workflow Software Services and Managed Print Service Provision

### CALL-OFF LOT(S):

*Lot 2: Multifunctional Print Devices (MFDs), Print Management and/or Digital Workflow Software and Associated Services*

<b>Lot Number</b>	<b>Lot Name</b>	<b>Relevant (Yes/No)</b>
1	<i>Multifunctional Print Devices (MFDs) and Basic Print Management Software</i>	N/A
2	<i>Multifunctional Print Devices (MFDs), Print Management and/or Digital Workflow Software and Associated Services</i>	<b>YES</b>

**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) **RM6174**
3. Framework Special Terms – N/A
4. The following Schedules in equal order of precedence:
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility)
7. 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.

**Buyers please note:** 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.

● Joint Schedules for **RM6174**

Joint Schedule 2	(Variation Form)	This Schedule is to be used when either the Buyer and/or Supplier wants to change/update the deliverables of the original Call-Off Contract in accordance with Clause 24 (Changing the Contract) of the Core Terms	<b>Mandatory Schedule Do not delete</b>
Joint Schedule 3	(Insurance Requirements)	This Schedule defines the standard insurance cover required by Suppliers at Framework level. If Buyers require Suppliers to obtain additional Insurance, this should be detailed in the 'Additional Insurance' section found further on in this form.	<b>Mandatory Schedule Do not delete</b>
Joint Schedule 4	(Commercially Sensitive Information)	Complete this Schedule when Supplier's Confidential Information has been identified and agreed to by both parties. In this Schedule specify any Commercially Sensitive Information of the Supplier and the duration for which it should be confidential.	<b>Mandatory Schedule Do not delete</b>
Joint Schedule 5	Corporate Social Responsibility		<b>This Schedule is not Mandatory</b>
Joint Schedule 10	(Rectification Plan)	This schedule is used when a supplier breaches any of their obligations and sets out the steps to be taken by Suppliers to rectify the Defaults.	<b>Mandatory Schedule</b>

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

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		<i>The definition of Default can be found in Joint Schedule 1 - Definitions</i>	<b>Do not delete</b>
Joint Schedule 11	(Processing Data)	Annex 1 of Schedule 11 is to be completed by Buyer's when Personal Data is processed by Supplier's. Annex 2 of this Schedule should be considered when both parties agree to Joint Controller Status	<b>Mandatory Schedule Do not delete</b>

- Call-Off Schedules for **RM6174**

Call-Off Schedule 1	(Transparency Reports)	This Schedule is to be populated by Buyer's and sets out the reporting requirements which the Supplier will comply with throughout the duration of the Call-Off Contract	<b>Mandatory Schedule Do not delete</b>
Call-Off Schedule 2	(Staff Transfer)	This schedule sets out the provisions of Staff transfer. Buyers will need to seek their own legal advice prior to completing Call-Off Schedule 2.	<b>Mandatory Schedule Do not delete</b>
Call-Off Schedule 5	(Pricing Details)	This schedule is to be populated by Buyers with the applicable Call-Off Contract Charges.	<b>Mandatory Schedule Do not delete</b>  [REDACTED]  <b>Grand Total = £32,590.80</b>  [REDACTED]
Call-Off Schedule 6	(ICT Services) Section	The IPO requires a 6 monthly planned maintenance programme to prevent any issues arising with the devices.	<b>Mandatory Schedule Do not delete</b>
Call-Off Schedule 9	(Security)	Part A of Schedule 9 (Security) shall apply	<b>Mandatory Schedule Do not delete</b>
Call-Off Schedule 10	(Exit Management)	(Exit Management). Call Off Schedule 10 is likely to be relevant in the context of procuring Services or Goods and Services rather than Goods only. Supports Buyers	<b>Mandatory Schedule Do not delete</b>

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

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		and Suppliers in devising and agreeing an exit strategy and Contract end.	
Call-Off Schedule 11	(Installation Works)	This schedule defines the Installation Works (for definition of Installation Works see Joint Schedule 1 – Definitions) needed by Buyer’s during the Call-Off Contract term	<b>Mandatory Schedule Do not delete</b>
[Call-Off Schedule 14]	(Service Levels)	This schedule is to be completed if specific Service Levels are required against the Call-Off deliverables. Populate Annex A within Call-Off Schedule 14	[REDACTED]
[Call-Off Schedule 15]	(Call-Off Contract Management)	[REDACTED]	
Call-Off Schedule 20	(Call-Off Specification)	This schedule is to be populated by Buyers with the Deliverables applicable to this Call-Off Contract Charges.	<b>Mandatory Schedule [REDACTED]</b>
Call-Off Schedule 24	(Operating Lease)	This schedule should be incorporated when an Operating Lease is required.	<b>Mandatory Schedule Do not delete</b>
Call-Off Schedule 25	(Finance Lease)	This schedule should be incorporated when a Finance Lease is required.	[REDACTED]

### CALL-OFF SPECIAL TERMS

NONE N/A

### SECTION B

#### 1. Call-Off Contract Period

CALL-OFF and FINANCE LEASE AGREEMENT START DATE:	<p>Start /Date of Call-Off Agreement and Start Date of the Finance Lease Terms: Wednesday 1<sup>st</sup> October 2025</p> <ul style="list-style-type: none"> <li>Start Date of Call-Off Agreement: Wednesday 1<sup>st</sup> October 2025</li> </ul> <p>[REDACTED]</p> <ul style="list-style-type: none"> <li>Time period example: 3-year initial contract period.</li> </ul>
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Framework Ref: RM6174

Project Version: v1.0

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

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	<ul style="list-style-type: none"><li>• <i>Within the Finance Lease Agreement (Call-Off Schedule 25) the example of the 3-year period is referred to as the 'Initial Period'.</i></li></ul>
CALL-OFF and FINANCE LEASE TERMS EXTENSION PERIOD OPTIONS:	<ul style="list-style-type: none"><li>• <i>2 x 1 year options to extend, which takes this up to a 5 year contract term.</i></li></ul>
CALL-OFF and FINANCE AGREEMENT EXPIRY DATE:	<b>Initial Term:</b> 3 Years from Wednesday 1 <sup>st</sup> October 2025 [REDACTED]  <b>Option to Extend</b> 2 x 12-month extension options [REDACTED]
MINIMUM WRITTEN NOTICE TO SUPPLIER IN RESPECT OF EXTENSION:	<ul style="list-style-type: none"><li>• <i>3 months prior to initial Call off Contract period end</i></li></ul>
PURCHASE PRICE:	Price <b>£32,591.67</b>  [REDACTED]

### 2. Contract Performance

STANDARDS AND QUALITY <b>Insert</b> any particular standards that should apply to this Call-Off Contract	<b>Buyer Guidance:</b> <ul style="list-style-type: none"><li>• <i>See Paragraph 6 of Call-Off Schedule 6 (ICT Services).</i></li></ul>
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SERVICE CREDITS	Not applicable
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### 3. Liability and Insurance

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 <b>£12,666.67</b>
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ADDITIONAL INSURANCES	Not Applicable
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### 4. Buyer Information

BUYER'S INVOICE ADDRESS	[REDACTED]
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## Framework Schedule 6 (Order Form Template and Call-Off Schedules)

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BUYER'S AUTHORISED REPRESENTATIVE	Amy Newby [REDACTED]
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PAYMENT METHOD	Payment via BACS upon receipt of invoice [REDACTED]
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### 5. Supplier Information

SUPPLIER'S AUTHORISED REPRESENTATIVE	[REDACTED]
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SUPPLIER'S CONTRACT MANAGER	As above – [REDACTED]
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SUPPLIER REQUIREMENTS <b>Supplier's inspection of Sites, Customer Property and Customer Assets:</b>	<ul style="list-style-type: none"><li>N/A</li></ul>
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FAILURE OF SUPPLIER EQUIPMENT	[REDACTED]
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### 6. Other Call-Off Requirements

TERMINATION WITHOUT CAUSE NOTICE PERIOD	As per Clause 10.2.2 of the Core Terms – Minimum of 30 Working Days
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UNDISPUTED SUMS LIMIT	As per Clause 10.5 of the Core Terms
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TRAINING	The Supplier will install the devices and provide guidance and training at the time of installation.
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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)
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Supplier\_Signature

[REDACTED]

Contracting\_Authority\_Signature

[REDACTED]

Appendix A – Pricing Schedule

[REDACTED]

Appendix B – Service Level Agreements

[REDACTED]

Appendix C – Delivery & Mobilisation

[REDACTED]

Appendix D – Lease Agreement with Ricoh Signed

[REDACTED]

Appendix E – Copy of Ricoh's Public Sector Framework Agreements

[REDACTED]