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

**Order Form (Lots 1 and 2)**

CALL-OFF REFERENCE: **704518450**

THE BUYER: **RAF Honington**

BUYER ADDRESS RAF Honington

Bury St Edmunds

Suffolk

IP31 IEE

THE SUPPLIER: Quadient UK Limited

SUPPLIER ADDRESS:3rd Floor Press centre

Here East, 14 East Bay Lane, London**,** E15 2GW

REGISTRATION NUMBER:REDACTED

DUNS NUMBER: REDACTED

SID4GOV ID:Not Applicable

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **08/08/2022**

It’s issued under the Framework Contract with the reference number **RM6017** for the provision of Postal Goods and Services.

CALL-OFF LOT(S):

|  |  |  |
| --- | --- | --- |
| **Lot Number** | **Lot Description** | **Relevant (Yes / No)** |
| 1 | Low to Medium Volume Franking Machines and Associated Consumables | No |
| 2 | Franking Machines, Mailroom Equipment and Associated Consumables | Yes |

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) **RM6017**
3. The following Schedules in equal order of precedence:

* Call-Off Schedule 22 (Lease Terms)
* Call-Off Schedule 23 (Franking Meter Terms)

1. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6017**
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 7 (Financial Difficulties)
  + Joint Schedule 8 (Guarantee)
  + Joint Schedule 9 (Minimum Standards of Reliability)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
  + Joint Schedule 12 (Supply Chain Visibility)
  + Joint Schedule 13 (Continuous Improvement)
  + Joint Schedule 14 (Benchmarking)
* Call-Off Schedules for **704518450**
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer)
  + [Call-Off Schedule 5 (Pricing Details)
  + [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 14 (Service Levels)
  + [Call-Off Schedule 15 (Call-Off Contract Management)
  + [Call-Off Schedule 17 (MOD Terms) ]
  + [Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.6)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6017**

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

Not Applicable

CALL-OFF START DATE: **03/10/2022**

CALL-OFF EXPIRY DATE: **02/10/2025**

CALL-OFF INITIAL PERIOD: **3 Years, 0 Months**

CALL-OFF DELIVERABLES

**Ix5-Franking Machine, Handfeed, 3kg weigh scale, Return Address Slogan, Catch Tray, Delivery, installation and Training, Service and Postage Update.**

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 **REDACTED**

PAYMENT METHOD

**Invoice via CP&F and Exostar**

FRANKING METER TERMS - PRE-PAID POSTAGE:

C0252508

FRANKING METER TERMS – POSTAGE IN ARREARS:

The Credit Limit Amount is: **Not Applicable**

BUYER’S INVOICE ADDRESS:

**RAF Honington**

**Bury St Edmunds,**

**Suffolk**

**IP31 1EE**

BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED**

**Bury St Edmunds,**

**Suffolk**

**IP31 1EE**

[dawn.hosier701@mod.gov.uk](mailto:dawn.hosier701@mod.gov.uk)

BUYER’S ENVIRONMENTAL POLICY

<https://www.raf.mod.uk/our-organisation/stations/raf-honington/>

BUYER’S SECURITY POLICY

<https://www.raf.mod.uk/our-organisation/stations/raf-honington/>

SUPPLIER’S AUTHORISED REPRESENTATIVE

Craig Spencer

Director Public Sector Strategy

[c.spencer@quadient.com](mailto:a.detka@quadient.com)

3rd Floor Press Centre, Here East, 14 East Bay Lane, London, E15 2GW

SUPPLIER’S CONTRACT MANAGER

James Cooper

FM Business Manager – Strategic Accounts

[James.cooper@quadient.com](mailto:James.cooper@quadient.com)

3rd Floor Press Centre, Here East, 14 East Bay Lane, London, E15 2GW

PROGRESS REPORT FREQUENCY

**On Upon Delivery and Installation of Products**

PROGRESS MEETING FREQUENCY

**Not Applicable**

KEY STAFF

REDACTED

KEY SUBCONTRACTOR(S)

**Quadient UK Finance Limited**

COMMERCIALLY SENSITIVE INFORMATION

Product, service and lease pricing plus implementation plan and methodology

SERVICE CREDITS

**Not Applicable**

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: | Lara Elliott |
| Role: |  | Role: |  |
| Date: |  | Date: |  |