

# Framework Schedule 6b Order Form Template Operating Lease Only

*(Leasing and/or Service Requirements under Lots 1 and 2)*

## Order Form

**CALL-OFF REFERENCE:** 711970451

**THE BUYER:** Army Commercial

**BUYER ADDRESS** Blenheim Building,  
Army Headquarters,  
Monxton Road,  
Andover,  
Hampshire  
SP11 8HJ

**THE SUPPLIER:** Ricoh UK Ltd

**SUPPLIER ADDRESS:** 900 Pavilion Drive, Northampton Business Park,  
Northampton, England, NN4 7RG

**REGISTRATION NUMBER:** 01271033

**DUNS NUMBER:** 29-240-3714

**SID4GOV ID:** BID.TEAM@RICOH.CO.UK

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 11 Jul 2024.

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):

<b>Lot Number</b>	<b>Lot Name</b>	<b>Relevant (Yes/No)</b>
1	Multifunctional Print Devices (MFDs) and Basic Print Management Software	No
2	Multifunctional Print Devices (MFDs), Print Management and/or Digital Workflow Software and Associated Services	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) RM6174.**
3. **Framework Special Terms.**
4. The following Schedules in equal order of precedence:

4.1. **Joint Schedules for RM6174:**

- 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) – **N/A**
- Joint Schedule 8 (Guarantee) – **N/A**
- Joint Schedule 9 (Minimum Standards of Reliability) – **N/A**
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- Joint Schedule 12 (Supply Chain Visibility) – **N/A**
- Joint Schedule 13 (Continuous Improvement)
- Joint Schedule 14 (Benchmarking) – **N/A**
- Joint Schedule 15 (Key Supplier Staff) – **N/A**

4.2. **Call-Off Schedules for RM6174 (711970451):**

- Call-Off Schedule 1 (Transparency Reports)
- Call-Off Schedule 2 (Staff Transfer)
- Call-Off Schedule 3 (BLANK)
- Call-Off Schedule 5 (Pricing Details)
- Call-Off Schedule 6 (ICT Services)
- Call-Off Schedule 7 (BLANK)
- Call-Off Schedule 8 (Business Continuity & Disaster Recovery) – **N/A**
- Call-Off Schedule 9 (Security) Part A
- Call-Off Schedule 10 (Exit Management)
- Call-Off Schedule 11 (Installation Works)
- Call-Off Schedule 12 (Clustering) – **N/A**
- Call-Off Schedule 13 (Implementation Plan and Testing)
- Call-Off Schedule 14 (Service Levels) – **N/A**
- Call-Off Schedule 15 (Call-Off Contract Management)
- Call-Off Schedule 16 (BLANK)
- Call-Off Schedule 17 (MOD Terms)
- Call-Off Schedule 18 (Background Checks) – **N/A**
- Call-Off Schedule 19 (Scottish Law) – **N/A**
- Call-Off Schedule 20 (Call-Off Specification)
- Call-Off Schedule 21 (Northern Ireland Law) – **N/A**
- Call-Off Schedule 22 (BLANK)

- Call-Off Schedule 23 (HMRC) – **N/A**
- Call-Off Schedule 24 (Operating Lease)
- Call-Off Schedule 25 (Supplier Furnished Terms)

**5. CCS Core Terms (version 3.0.11).**

**6. Joint Schedule 5 (Corporate Social Responsibility).**

**7. Call-Off Schedule 4 (Call-Off Tender).**

**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.

**CALL-OFF SPECIAL TERMS**

The following Special Terms are incorporated into this Call-Off Contract:

**Special Term 1: Russian and Belarusian Exclusion Condition for Inclusion in Contracts**

1. The Contractor shall, and shall procure that their Sub-contractors shall, notify the Authority in writing as soon as they become aware that:
  - a. the Contract Deliverables and/or Services contain any Russian/Belarusian products and/or services; or
  - b. that the Contractor or any part of the Contractor's supply chain is linked to entities who are constituted or organised under the law of Russia or Belarus, or under the control (full or partial) of a Russian/Belarusian person or entity. Please note that this does not include companies:
    - (1) registered in the UK or in a country with which the UK has a relevant international agreement providing reciprocal rights of access in the relevant field of public procurement; and/or
    - (2) which have significant business operations in the UK or in a country with which the UK has a relevant international agreement providing reciprocal rights of access in the relevant field of public procurement.
2. The Contractor shall, and shall procure that their Sub-contractors shall, include in such notification (or as soon as reasonably practicable following the notification) full details of the Russian products, services and/or entities and shall provide all reasonable assistance to the Authority to understand the nature, scope and impact of any such products, services and/or entities on the provision of the Contract Deliverables and/or Services.
3. The Authority shall consider the notification and information provided by the Contractor and advise the Contractor in writing of any concerns the Authority may have and/or any action which the Authority will require the Contractor to take. The Contractor shall be required to submit a response to the concerns raised by the Authority, including any plans to mitigate those concerns, within 14 business days of receipt of the Authority's written concerns, for the Authority's consideration.
4. The Contractor shall include provisions equivalent to those set out in this clause in all relevant Sub-contracts.

**1. Call-Off Contract Period**

<b>CALL-OFF START DATE:</b>	01 October 2024
<b>CALL-OFF EXPIRY DATE:</b>	31 March 2029
<b>CALL-OFF INITIAL PERIOD:</b>	Fifty-four (54) months
<b>CALL-OFF EXTENSION PERIOD OPTIONS:</b>	Two (2) x twelve (12) months
<b>MINIMUM WRITTEN NOTICE TO SUPPLIER IN RESPECT OF EXTENSION:</b>	Three (3) months prior to Call-Off Contract period end.

**2. Contract Performance****STANDARDS AND QUALITY**

No specific standards identified.

**SERVICE CREDITS**

Not applicable.

**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 twelve (12) months of the contract is £72,130.86 ex VAT.

**ADDITIONAL INSURANCES**

Not applicable.

**4. Buyer Information****BUYER'S INVOICE ADDRESS**

Margaret Young  
RMAS MMDC-HD

[REDACTED]

Multi-Media Design Centre, The Royal Military Academy Sandhurst, Camberley, Surrey,  
GU15 4PQ

**BUYER'S AUTHORISED REPRESENTATIVE**

Sophie Davis

Army Commercial AHQ (Procure) TL

[REDACTED]

Army Commercial, Blenheim Building, Army Headquarters, Marlborough Lines, Monxton Road, Andover, Hampshire, SP11 8HJ.

**PAYMENT METHOD**

CP&F/EXOSTAR.

Invoice frequency: Quarterly, in accordance with Call-Off Schedule 5.

**5. Supplier Information****SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

**SUPPLIER REQUIREMENTS****Supplier's inspection of Sites, Customer Property and Customer Assets:**

Not Applicable.

**FAILURE OF SUPPLIER EQUIPMENT**

Not applied.

**6. Other Call-Off Requirements****TERMINATION WITHOUT CAUSE NOTICE PERIOD**

as per Clause 10.2.2 of the Core Terms.

**UNDISPUTED SUMS LIMIT**

as per Clause 10.5 of the Core Terms.

**TRAINING**

as per Call-Off Schedule 20 (Call-Off Specification).

**SOCIAL VALUE COMMITMENT**

Not applicable.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	Sophie Davis
Role:	Customer Service Director	Role:	Army Commercial (AHQ-TL)
Date:	12/07/2024	Date:	12/07/2024