

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

CALL-OFF REFERENCE: **C119856**

THE BUYER: **UK Health Security Agency**

BUYER ADDRESS Nobel House, 17 Smith Square, London
SW1P 3JR

THE SUPPLIER: Allied Publicity Services (Manchester) Limited

SUPPLIER ADDRESS: Chetham House, Bird Hall Lane, Cheadle
SK3 0ZP

REGISTRATION NUMBER: **00681528**

DUNS NUMBER: **212228001**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 20th February 2023

It's issued under the Framework Contract with the reference number **RM6282** for the provision of Storage, Distribution, Kitting and Associated Services

CALL-OFF LOT(S):

Lot Number	Lot Description	Call-Off Schedule	Relevant (Yes / No)
1a	International Warehousing Services	24	No
1b	Air Freight and Air Charter Services	25	No
1c	Rail Freight Services	26	No
1d	Road Freight Services	27	No
1e	Sea Freight Services	28	No
2	Quality Control		No
3a	Storage Services	29	No
3b	Kitting and Fulfilment Services	30	No
3c	Transport and Distribution Services	31	No
4a	Residential Collections and Drop Off Points	32	No
4b	Specialist Collection and Delivery Services	32	No

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5	Disposal and Recycling Services		No
6	Print Services	33	Yes
7a	Cardboard Packaging		No
7b	Corrugated Packaging		No
7c	Plastic and Security Packaging		No
7d	Medical Packaging		No

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) **RM6282**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6282**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information) – **as attached in Annex 1**
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 9 (Minimum Standards of Reliability)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data) - **as attached in Annex 1**
 - Joint Schedule 12 (Supply Chain Visibility)
 - Joint Schedule 13 (Continuous Improvement)
 - Joint Schedule 14 (Benchmarking)
 - Call-Off Schedules for **C119856**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer) – **as attached in Annex 2**
 - Call-Off Schedule 6 (ICT Services)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security) – **as attached in Annex 2**
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 14 (Service Levels) – **as attached in Annex 2**
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 33 (Print Services)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6282**

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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: **21st December 2022**

CALL-OFF EXPIRY DATE: **20th December 2023**

CALL-OFF INITIAL PERIOD: **1 Year**

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 33 (Print Services Specification)

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 **£7.4 million** in the first 12 months of the Contract.

CALL-OFF CHARGES

The agreed Framework Contract rates and charging approach will apply from time to time.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Current Payment Options: - Consolidated invoice accounts, 30 days paid via BACS

Current Invoice Option: Weekly Consolidated invoice – 30 day settlement terms

The Supplier must facilitate payment by the Buyer of the Charges under a Call-Off Contract under any method agreed with the Buyer in the Order Form.

The Supplier must facilitate a change of payment method during the term of any Call-Off Contract.

The Supplier shall not charge the Buyer for a change in payment method during the term of the Call-off Contract

BUYER'S INVOICE ADDRESS:

Accounts Payable;
UK Health Security Agency,
Manor Farm Road,
Porton Down,

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Salisbury,
SP4 0JG
UKHSA VAT No: GB888851648
[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Nobel House, 17 Smith Square, London SW1P 3JR

BUYER'S ENVIRONMENTAL POLICY

Available online at: [Environmental and sustainability policy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/environmental-and-sustainability-policy)

BUYER'S SECURITY POLICY

Available online at: <https://www.gov.uk/government/publications/security-policy-framework>

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Chetham House, Bird Hall Lane, Cheadle SK3 0ZP

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Chetham House, Bird Hall Lane, Cheadle SK3 0ZP

PROGRESS REPORT FREQUENCY

On an ad hoc, activity-triggered basis.

PROGRESS MEETING FREQUENCY

On an ad hoc basis, as agreed between the parties from time to time.

KEY STAFF

n/a

KEY SUBCONTRACTOR(S)

Prolog Fulfilment Ltd
Little Oak Drive
Sherwood Business Park
Annesley
NG15 0DJ
Registered in England: No.11687671

Framework Ref: RM6282

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VAT Registration: 312 0771 45

COMMERCIALLY SENSITIVE INFORMATION
As per Joint Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS
Not applicable

ADDITIONAL INSURANCES
Not applicable

GUARANTEE
Not applicable

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)

For and on behalf of the Supplier:	For and on behalf of the Buyer:
<div></div>	<div></div>
Date Signed: 14/3/23	Date Signed: 14/03/2023

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ANNEX 1

FINAL AGREED FORM JOINT SCHEDULES



Joint Schedule 4
CSI v1.1 (UKHSA 9M&Processing Data v1.1



Joint Schedule 11

ANNEX 2

FINAL AGREED FORM CALL OFF SCHEDULES



Call-Off Schedule 2
- Staff Transfer v1.0



Call-Off Schedule 9
- Security v1.0 (UKHS14



Call-Off Schedule
- Service Levels v1