

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

## Order Form Template

CALL-OFF REFERENCE: **REDACTED**

THE BUYER: Cabinet Office

BUYER ADDRESS 70 Whitehall  
London  
SW1A 2AS

SUPPLIER REFERENCE **REDACTED**

THE SUPPLIER: HighSpeed Office Limited

SUPPLIER ADDRESS: 50 Leaman Street, London E1 8HQ

REGISTRATION NUMBER: 03935705

DUNS NUMBER: **23-946-1705**

SID4GOV ID: **n/a**

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 28<sup>th</sup> August 2024.

It's issued under the Framework Contract with the reference number RM6116 for the provision of Network Services.

CALL-OFF LOT(S):  
Lot 1a

### 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) RM6116

3. Framework Special Terms

4. The following Schedules in equal order of precedence:

- Joint Schedules for RM6116
  - Joint Schedule 2 (Variation Form)
  - Joint Schedule 3 (Insurance Requirements)
  - Joint Schedule 4 (Commercially Sensitive Information)
  - Joint Schedule 10 (Rectification Plan)
- Call-Off Schedules for RM6116
  - Call-Off Schedule 5 (Pricing Details)
  - Call-Off Schedule 6 (ICT Services)
  - Call-Off Schedule 7 (Key Supplier Staff)
  - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
  - Bronze Contract as per paragraph 10 of Part B
  - Call-Off Schedule 10 (Exit Management)
  - Call-Off Schedule 14 (Service Levels)
  - Call-Off Schedule 15 (Call-Off Contract Management)

5. CCS Core Terms (version 3.0.11)

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:

None

CALL-OFF START DATE: 1<sup>st</sup> October 2024

CALL-OFF EXPIRY DATE: 30<sup>th</sup> September 2025

CALL-OFF INITIAL PERIOD: 12 Months

CALL-OFF OPTIONAL EXTENSION PERIOD: 12 Months

MINIMUM PERIOD OF NOTICE FOR WITHOUT REASON TERMINATION:

3 Months minimum period of notice - After the Initial Term

CALL-OFF DELIVERABLES VIA DIRECT AWARD

Option B: See details in Call-Off Schedule 20 (Call-Off 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  
**£204,129.64. Exclusive of VAT**

#### CALL-OFF CHARGES

Option B: See details in Call-Off Schedule 5 (Pricing Details)  
See the Call Off Schedule in **Appendix 1**

#### REIMBURSABLE EXPENSES

None

#### PAYMENT METHOD

BACS

#### BUYER'S INVOICE ADDRESS:

**REDACTED**

#### BUYER'S AUTHORISED REPRESENTATIVE

**REDACTED**

#### SUPPLIER'S AUTHORISED REPRESENTATIVE

**REDACTED**

#### SUPPLIER'S CONTRACT MANAGER

**REDACTED**

#### PROGRESS REPORT FREQUENCY

Monthly or other frequency as agreed in the kick of meeting.

#### PROGRESS MEETING FREQUENCY

Monthly: To be provided within the first week of each calendar month

#### KEY STAFF

Not applicable

#### COMMERCIALLY SENSITIVE INFORMATION

See Joint Schedule 4 Commercially Sensitive Information

All proposal, tender and pricing information together with all supplier policies and procedures.

#### SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

The Service Credit Cap is: £15,000

The Service Period is: one Month

A Critical Service Level Failure is: A Critical Service Level Failure will be deemed to have occurred if the performance of the Services falls below the same Service Failure Threshold on three (3) occasions in any six (6) consecutive Service Periods.

ADDITIONAL INSURANCES  
Not applicable

GUARANTEE  
Not applicable

**Appendix 1**  
**REDACTED**

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	Managing Director	Role:	Commercial Lead
Date:	30 / 09 / 2024	Date:	10 / 09 / 2024

hSo Order ID: REDACTED

