

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

Order Form

CALL-OFF REFERENCE: REDACTED

THE BUYER: **BPDTS LTD**

BUYER ADDRESS : Caxton House, 5th Floor, Zone 'B', Tothill Street, London, SW1 9NA

THE SUPPLIER: Edenred (UK Group) Ltd

SUPPLIER ADDRESS: 50 Vauxhall Bridge Road, London, SW1V 2RS

REGISTRATION NUMBER: 00540144

DUNS NUMBER: 210186342

SID4GOV ID: N/A

CUSTOMER HR/COMMERCIAL CONTACT

Name: REDACTED	Position: REDACTED
Telephone:	E-mail Address: REDACTED
Postal Address: Caxton House, 5 th Floor, Zone 'B', Tothill Street	
Town/City: London	Post Code: SW1 9NA

CUSTOMER ORDER CONTACT

Name: REDACTED	Position: REDACTED
Telephone:	E-mail Address: REDACTED
Postal Address: Caxton House, 5 th Floor, Zone 'B', Tothill Street	
Town/City: London	Post Code: SW1 9NA

CUSTOMER INVOICING CONTACT

Name: REDACTED	Position: REDACTED
Telephone	E-mail Address: REDACTED
Postal Address: Caxton House, 5 th Floor, Zone 'B', Tothill Street	
Town/City: London	Post Code: SW1 9NA

CUSTOMER DATA PROCESSING SECURITY OFFICER

Name: REDACTED	Position:
Telephone:	E-mail Address: REDACTED
Postal Address: Caxton House, 5 th Floor, Zone 'B', Tothill Street	
Town/City: London	Post Code: SW1 9NA

CUSTOMER DELIVERY ADDRESS FOR ANY GOODS

Postal Address: Caxton House, 5 th Floor, Zone 'B', Tothill Street

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 1st December 2020]. It's issued under the Framework Contract with the reference number **RM6133** for the provision of Employee Benefits.

CALL-OFF LOT(S): Not applicable

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) RM6133*
3. *The following Schedules in equal order of precedence:*
 - *Joint Schedules for RM6133*
 - *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)*
 - *Call-Off Schedules for **RM6133***
 - *Call-Off Schedule 1 (Transparency Reports)*
 - *Call-Off Schedule 2 (Staff Transfer)*
 - *Call-Off Schedule 3 (Continuous Improvement)*
 - *[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)*
 - *Call-Off Schedule 9 (Security)*
 - *Call-Off Schedule 10 (Exit Management)*
 - *Call-Off Schedule 12 (Clustering)*
 - *Call-Off Schedule 13 (Implementation Plan and Testing)*
 - *Call-Off Schedule 14 (Service Levels)*
 - *Call-Off Schedule 15 (Call-Off Contract Management)*
 - *Call-Off Schedule 16 (Benchmarking)*
 - *Call-Off Schedule 18 (Background Checks)*
 - *Call-Off Schedule 20 (Call-Off Specification)*
4. CCS Core Terms
5. *Joint Schedule 5 (Corporate Social Responsibility) RM6133*
6. *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.

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: 1st December 2020

CALL-OFF EXPIRY DATE: 30th November 2023

CALL-OFF INITIAL PERIOD: Three years

CALL- OFF EXTENSION OPTION: **Up to 12 Months in the event that the framework optional extension is implemented**

CALL-OFF DELIVERABLES – copy from mandate form

Online Employee Benefits Platform. The Supplier shall provide an Online Employee Benefits Platform together with maintenance of the said platform to the Buyers to deliver the following benefits:

	Service	Description	Price	YES/NO
CCV	Childcare Voucher Scheme	The Supplier shall provide childcare vouchers covering all types of childcare provision.	£0	YES
C2W	Cycle to Work Scheme	The Supplier shall provide an HMRC approved Cycle-to-Work Scheme that includes the provision of cycles and cycle safety equipment supplied through approved cycle outlets nationwide. The scheme shall adhere to the Department of Transport Cycle to Work policy.	£0	YES
R&R	Reward and Recognition Scheme	The Supplier shall provide a Reward and Recognition Scheme covering a range of loyalty, Reward and Recognition awards. The awards shall be made through vouchers and gift cards covering a range of goods and	£0	YES

		services and shall include branded high street names as well as local offers as requested by the Buyer.		
Payroll	Payroll Giving Scheme	The Supplier shall provide a HMRC approved Payroll Giving Scheme to allow employees to give money to UK registered charities of their choice from their gross pay.	£0	YES
ED	Employee Discounts Scheme	- The Supplier shall provide employee discounts on a range of goods and services. These shall appeal to the diverse employee base of the Buyers and shall include branded high street names as well as local offers.	£0	YES
Gym	Discounted Gym Membership Scheme	The Supplier shall provide a discounted gym memberships to cover gyms and leisure centres as well as exercise and fitness classes delivered through high street names, independents and local providers.	£0	NO
Tech	Technology Smartphone Discount Scheme	The Supplier shall provide technology and smartphone discounts to employees including discounts on the latest technology from leading manufacturers.	£0	NO
Well Being	Financial Wellbeing Scheme	The Supplier shall provide an on-line financial education service and a range of products and services aimed at improving employees' financial well-being.	£0	NO
Car	Green Car Scheme	The Supplier shall provide a Green Car Scheme that provides access to the Public Sector Discounts available from car manufacturers, and include car insurance, servicing, maintenance, repair and breakdown cover.	£0	NO
Dental	Dental Insurance	The benefit gives employees access to a dental insurance policy, at corporate rates, to help make costly and essential dental treatment more affordable. The policy allows the employee to claim towards insured dental treatment from day one They are covered for pre-existing conditions, excluding mouth cancer, and they are covered for planned or pending treatment with their choice of NHS or private dentist. There are three levels of cover and partners or children can also be included.	£0	NO
Health	Health Cash Plan	Affordable alternative to private medical insurance.	£0	NO
Medical	Private Medical Insurance	Health Insurance with unlimited online GP service.	£0	NO
Additional		Not applicable		

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 £0

CALL-OFF CHARGES

Option A: **Insert** the Charges for the Deliverables

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)

REIMBURSABLE EXPENSES

[None]

PAYMENT METHOD

BACS Payment Transfer – See attached Edenred BACS information

BUYER'S INVOICE ADDRESS:

Liberata

Shared Services Provider

BPDTS Limited, Fountain Court, Unit B, Fountain Lane, St Mellons Way, Cardiff, CF3 0FB

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

BPDTS Ltd, 5th Floor, Caxton House, Tothill Street, London, SW1H 9NA

BUYER'S ENVIRONMENTAL POLICY Not Available

BUYER'S SECURITY POLICY Not Available

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

50 Vauxhall Bridge Road

London, SW1V 2RS

SUPPLIER'S CONTRACT MANAGER

REDACTED Contracts Manager

PROGRESS REPORT FREQUENCY

Monthly or Weekly project calls / meetings as required

PROGRESS MEETING FREQUENCY

Monthly on the first Working Day of each month or as can be reasonably arranged

KEY STAFF

Senior Project Manager: REDACTED Senior Data Security Officer: REDACTED

KEY SUBCONTRACTOR(S)

Cycle to Work	REDACTED
Charity Giving	
Car Benefit	

COMMERCIALLY SENSITIVE INFORMATION

Not applicable.

SERVICE CREDITS

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

The Service Credit Cap is: 25% of the Estimated Year 1 Call Off Contract Charges as per Schedule 6 of the Framework Agreement.

The Service Period one Month, as per Schedule 5 of the Framework Agreement.

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:	
Signature:		Signature:	
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:		Date:	