

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

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## Order Form

CALL-OFF REFERENCE: GSS24674

THE BUYER: The Advisory, Conciliation and Arbitration Service (ACAS)

BUYER ADDRESS Acas, 11<sup>th</sup> Floor, 14 Westfield Avenue, Stratford, London, E20 1HZ

THE SUPPLIER: Banner Group Limited

SUPPLIER ADDRESS: 1st Floor, 1 Europa Drive, Sheffield, S9 1XT

REGISTRATION NUMBER: 05510758

DUNS NUMBER: 347066339

SID4GOV ID: N/A

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 29<sup>th</sup> November

It's issued under the Framework Contract with the reference number **RM6299** for the provision of Office Supplies

### CALL-OFF LOT(S):

Lot 1 – Office Stationery and Electronic Office Supplies (EOS) Multi Supplier Lot

### 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) **RM6299** framework Framework Special Terms

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Project Version: v1.0  
Model Version: v3.10

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3. The following Schedules in equal order of precedence:
- Joint Schedules for **RM6299** framework
    - o Joint Schedule 2 (Variation Form)
    - o Joint Schedule 3 (Insurance Requirements)
    - o Joint Schedule 4 (Commercially Sensitive Information)
    - o Joint Schedule 11 (Processing Data)

Call-Off Schedules for **RM6299** Call-Off reference number

- o Call-Off Schedule 1 (Transparency Reports)
  - o Call-Off Schedule 2 (Staff Transfer)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6299**

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: 30th December 2024

CALL-OFF EXPIRY DATE: 30th December 2027

CALL-OFF INITIAL PERIOD: 3 Years

CALL- OFF EXTENSION OPTION: Option to extend on an annual basis for a further year. The final end date of this contract shall not exceed 30/12/2028

## CALL-OFF DELIVERABLES

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 £10,000.00.

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**CALL-OFF CHARGES**

The total contract value for the initial 3 year period shall not exceed £30,000.00 excluding VAT.

The total contract value for the optional extensions shall not exceed £10,000.00 excluding VAT per annum.

The total contract value, including optional extensions, shall not exceed £40,000.00 excluding VAT.

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

The Supplier shall submit an invoice within 28 days of supplying the Supplies and or performing Services to the satisfaction of the Contracting Authority. The invoice shall show the amount of VAT payable and bear the Purchase Order number.

Except where an invoice is disputed, the Contracting Authority shall pay the Contractor within 30 days of receipt of an invoice via BACS payment.

If you have a query regarding an outstanding payment please contact our accounts payable section either by email to [REDACTED] or by telephone [REDACTED] between 09:00 and 17:00 Monday to Friday

**BUYER'S INVOICE ADDRESS:**

All invoices to be emailed to [REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
[REDACTED]  
[REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**

N/A

**BUYER'S SECURITY POLICY**

N/A

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
[REDACTED]  
[REDACTED]

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3rd Floor, Cavell House, Stannard Place, Norwich, NR3 1YE

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]  
[REDACTED]  
[REDACTED]

3rd Floor, Cavell House, Stannard Place, Norwich, NR3 1YE

**PROGRESS REPORT FREQUENCY**

Monthly

**PROGRESS MEETING FREQUENCY**

Quarterly

**KEY STAFF**

[REDACTED]

**KEY SUBCONTRACTOR(S)**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

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<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	██████████	Signature:	██████████
Name:	██████████	Name:	██████████
Role:	██████████	Role:	██████████
Date:	██████████	Date:	██████████