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

**Order Form**

CALL-OFF REFERENCE: **CCOU20A07**

BUYER REFERENCE: **701331373**

THE BUYER: **Ministry of Defence**

BUYER ADDRESS **Spruce 3**

**#1301**

**MOD Abbey Wood**

**Bristol**

**BS34 8JH**

THE SUPPLIER: **Banner Group Limited**

SUPPLIER ADDRESS: **Banner Group Limited**

**Newland House,**

**Unit 2 Tuscany Park,**

**Normanton**

**WF6 2TZ**

REGISTRATION NUMBER: **05510758**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated Friday 15th January 2021.

It’s issued under the Framework Contract with the reference number RM6059 Framework Contract for the provision of Office Stationery and Electronic Office Supplies.

CALL-OFF LOT: **Lot 1 - Office Stationery and Electronic Office Supplies**

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 Terms and Call-Off Schedules.
2. Joint Schedule 1(Definitions and Interpretation) RM6059
3. The following Schedules in equal order of precedence:

* Joint Schedules for RM6059
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 5 (Corporate Social Responsibility)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 7 (Financial Difficulties)
  + Joint Schedule 9 (Minimum Standards of Reliability)
  + Joint Schedule 12 (Supply Chain Visibility)

* Call-Off Schedules for RM6059
  + 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 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 14 (Service Levels)
  + Call-Off Schedule 15 (Call-Off Contract Management)
  + Call-Off Schedule 17 (MOD Terms and DEFCONS)
  + Call-Off Schedule 20 (Specification)

1. CCS Core Terms (version 3.0.7)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6059

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 START DATE:**  Monday 25th January 2021

**CALL-OFF EXPIRY DATE:** Friday 24th January 2025

**CALL-OFF PERIOD:** Four (4) Years, with no option to extend

**CALL-OFF DELIVERABLES**

Service Wrap – Delivery Option 4 MoD Specific.

Call-Off Schedule 20 (Call-Off Specification) and Annex A – Core and Non-Core Requirements.

**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 **£10,000,000.00** Estimated Charges in the first 12 months of the Contract.

**CALL-OFF CHARGES**

The total Contract value over the 4-year Contract period shall not exceed **£40,000,000.00** (excluding VAT).

Charges for Goods and Services, inclusive of Service Wrap Delivery Option 4 detailed within Call-Off Schedule 5 (Pricing Details) and Annex B Appended to this Order Form.

**REIMBURSABLE EXPENSES**

Recoverable as stated in the Framework Contract

**PAYMENT METHOD**

BACS Payment via MoD CP&F

**BUYER’S INVOICE ADDRESS:**

DBS Finance,

Floor 1, Zone A,

Walker House,

Exchange Flags,

Liverpool L2 3YL

**BUYER’S AUTHORISED REPRESENTATIVE**

REDACTED

Senior Commercial Officer, Catman

Office, Print, MFDs & Communications

[REDACTED@mod.gov.uk](mailto:christopher.bultitude362@mod.gov.uk)

Head Office Commercial

Spruce 3

#1301

MOD Abbey Wood

Bristol

BS34 8JH

Tel: REDACTED

**BUYER’S ENVIRONMENTAL POLICY**

Not Required

**BUYER’S SECURITY POLICY**

Appended at Call-Off Schedule 9

Part B: Long Form Security Requirements

**SUPPLIER’S AUTHORISED REPRESENTATIVE**

REDACTED

Banner Sales Director

Email: [REDACTED@banneruk.com](mailto:Esther.Murdock@banneruk.com)

Tel: REDACTED

Banner Group Limited

Newland House,

Unit 2 Tuscany Park,

Normanton

WF6 2TZ

**SUPPLIER’S CONTRACT MANAGER**

REDACTED Banner Key Account Manager

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month. Reports to include the following:

The Management Information required on a monthly basis will include a spend report showing:

* Product code
* Description
* Core/non-core
* Quantity supplied in month
* Quantity supplied YTD
* Line item price
* Total value in month
* Total value YTD

**PROGRESS MEETING FREQUENCY**

Quarterly Contract Progress meetings with Banner MOD Account Manager as a minimum.

Banner to provide notes of meeting with 7 days.

Meetings to take place at Abbeywood, Bristol unless otherwise stated by Authority.

**KEY STAFF**

REDACTED

Senior Commercial Officer, Catman

Office, Print, MFDs & Communications

Email: [REDACTED@mod.gov.uk](mailto:REDACTED@mod.gov.uk)

Head Office Commercial

Spruce 3

#1301

MOD Abbey Wood

Bristol

BS34 8JH

Tel: REDACTED

**KEY SUBCONTRACTOR**

Joint Schedule 6 - Key Subcontractors (If applicable)

**COMMERCIALLY SENSITIVE INFORMATION**

Joint Schedule 4 - Commercially Sensitive Information

**SERVICE LEVELS**

Call-Off Schedule 14 - Annex A to Part A - Services Levels

Service Credits – Not Applied

**ADDITIONAL INSURANCES**

Not applied

**GUARANTEE**

Not applied

**SOCIAL VALUE COMMITMENT**

Not applied

|  |  |  |  |
| --- | --- | --- | --- |
| **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: | HO Commercial Category Lead-Corporate Services |
| Date: | 22 January 2021 | Date: | 22 January 2021 |