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

Order Form

CALL-OFF REFERENCE: con_7190 "Free School Meals Voucher

Replacement Scheme"

THE BUYER: Department for Education

BUYER ADDRESS 20 Great Smith Street, Westminster, London,

SW1P 3BT

THE SUPPLIER: Edenred (UK Group) Ltd

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

REGISTRATION NUMBER: 00540144

DUNS NUMBER: 210186342

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **08/01/2021** It's issued under the Framework Contract with the reference number RM6133 – Employee Benefits for the provision and distribution of electronic supermarket vouchers.

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. Part 2 of Framework Schedule 1 (Specification).
- 3. Joint Schedule 1(Definitions) RM6133
- 4. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6133
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - o 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 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Call-Off Schedules for con_7190 "Free School Meals Voucher Replacement Scheme"
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 5 (Pricing Details)
 - o 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 Part B (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 14 (Service Levels)

5. CCS Core Terms - Standard terms

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:

Special Term 1: Schedule 5 (Pricing Details) - See Annex 1 of this order form

Special Term 2: Schedule 14 (Service Levels) - See Annex 2 of this order form

Special Term 3: Should the funding for this scheme be withdrawn at any point during the call off period in its entirety, the Department for Education reserves the right to instruct Edenred to immediately stop the scheme and any future vouchers planned to be issued.

Special Term 4: The Supplier agrees to provide the Buyer with Management Information daily from Monday to Friday, 1 day in arrears, as set out in Annex 3 or as otherwise agreed by the parties from time to time.

Special Term 5: E-codes issued under this contract must have a default validity period of 1 month from date of issue, unless explicitly agreed otherwise in writing by the Buyer.

CALL-OFF START DATE: 08/01/2021

CALL-OFF EXPIRY DATE: 07/04/2021

CALL-OFF INITIAL PERIOD: 3 Months with the option to extend for a

further 3 months in 1 month increments.

CALL-OFF DELIVERABLES

Standard deliverables as per current Framework Agreement.

MAXIMUM LIABILITY

Standard Framework Core Terms

CALL-OFF CHARGES

See Annex 1 - Call-Off Schedule 5 (Pricing Details).

REIMBURSABLE EXPENSES

Not Applicable

PAYMENT METHOD

See Annex 1 - Call-Off Schedule 5 (Pricing Details)

BUYER'S INVOICE ADDRESS:

Department for Education, 20 Great Smith Street, Westminster, London, SW1P 3BT

NOTE: All invoices shall include the reference con_7190

BUYER'S AUTHORISED REPRESENTATIVES

Deputy Director, School Food and Flexible Childcare Division
 Senior Commercial Category Manager

NOTE: The Buyer may change its authorised representatives at any time by notifying the Supplier

BUYER'S SECURITY POLICY

As per Government current Security assurance requirements

SUPPLIER'S AUTHORISED REPRESENTATIVE

Sales Director

Edenred (UK Group) Ltd, 50 Vauxhall Bridge Road, London, SW1V 2RS

SUPPLIER'S CONTRACT MANAGER

Contract Manager

Edenred (UK Group) Ltd, 50 Vauxhall Bridge Road, London, SW1V 2RS

PROGRESS REPORT / MEETING FREQUENCY

Daily progress reports, meetings with Department

KEY STAFF

Key Staff	Key Role	Contact Details	
	Sales Director		
	Product Manager		
	Marketing & Retail Partnerships Director		
	Operations Director		
	IT Director		
	Data Security		

KEY SUBCONTRACTOR(S)

Standard supply chain as per Framework Agreement

COMMERCIALLY SENSITIVE INFORMATION Annex 1 Section 3 Annex 2

SERVICE CREDITS
See Annex 2 - Call-Off Schedule 14 (Service Levels)

ADDITIONAL INSURANCES Not applicable

GUARANTEE Not applicable

For and on be	ehalf of the Supplier:	For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Sales Director	Role:	Director General, Operations
Date:		Date:	

Annex 1 - Call-Off Schedule 5 (Pricing Details)

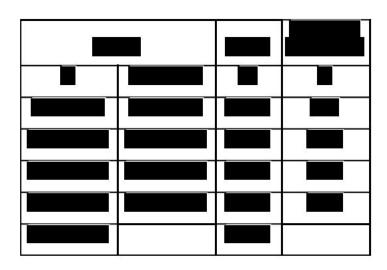
Section 1: Charges

Set Up Fee	
Compliments Select Code	Total Face Value of the Code(s)
Service Charge	
Cancellation Fee	

Section 2: Advance Payment

Advance Payment available to the Buyer			
Maximum payment period in respect of each invoice generated ("Payment Term")			
	ayment will be made by the use of a BACS/CHAPS payment transfer to the account number provided:		
Edenred UK Group Prem Receipt			
Sort Code :			
Account No:			
IBAN :			





4. Unused Vouchers

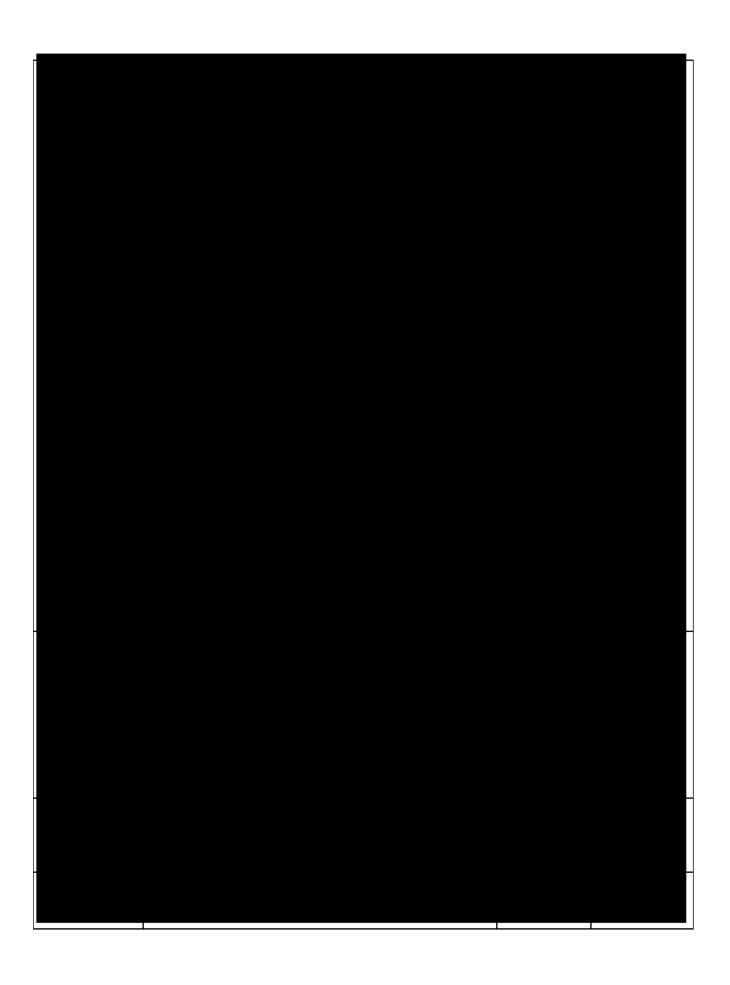
Any expired or cancelled eCodes will be fully refunded to the Department for Education.

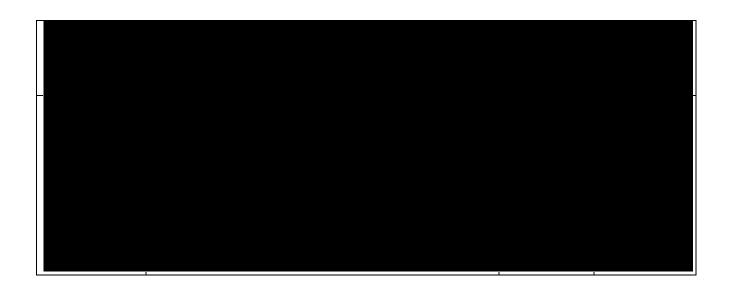
5. Invoicing and Payment

- 1. The Buyer shall make the Advance Payment, as defined in section 2 of this Schedule, to the Supplier in advance of the Supplier commencing the provision of the Codes (as defined in Part 2 of Framework Schedule 1). For the avoidance of any doubt, the Advance Payment shall remain on hold by the Supplier to allow the Supplier to process all OOP Orders (as defined in Part 2 of Framework Schedule 1) without undue delay. The Advance Payment shall be deducted from the final invoice and the difference returned to the Buyer on termination of the free schools meal voucher replacement scheme.
- Invoices shall be generated by the Supplier within 5 days of the OOP Order processed and it shall be issued via email directly to the Buyer.
- 3. The Buyer shall settle the invoice in full within the Payment Term specified in Section 2 of this Schedule.
- 4. If the Buyer fails to make the payment in accordance with the Payment Term in respect of any OOP Order, then the Supplier shall not be required to, and shall not, dispatch any further OOP Orders until such payment has been received.

Annex 2 – Annex A to Part A of Call-Off Schedule 14 (Service Levels)







Annex 3 – Provision of Management Information

18/01/21 19/01/21 20/01/21		40/04/04	40/04/04	20/04/24
Nbr Orders		18/01/21	19/01/21	20/01/21
Nbr Orders				
- Fulfilled - Paid - Pending Nbr eCodes Sent				
- Paid - Pending Nbr eCodes Sent		0	0	0
- Pending Nbr eCodes Sent	- Fulfilled			
Nbr eCodes Sent	- Paid			
Sent O	- Pending			
- Sent (Direct) - Sent (via School) - To be Sent - Scheduled (future) - Redeemed - Cancelled - Expired Live Codes Total Order £ £0 £0 £0 - Fulfilled - Paid - Cancelled - Expired - Pending Redemption Redemption Redoes Redeemed Gift Cards Sent Total Used £ £0 £0 £0 Addi Asda Company Shop Iceland M&S McColl's Morrisons Sainsbury's Tesco	Nbr eCodes			
- Sent (via School) - To be Sent - Scheduled (future) - Redeemed - Cancelled - Expired Live Codes Total Order £ £0 £0 £0 - Fulfilled - Paid - Cancelled - Expired - Pending Redemption eCodes Redeemed eGift Cards Sent Total Used £ £0 £0 £0 Aldi Asda Company Shop Iceland M&S McColl's Morrisons Sainsbury's Tesco	Sent	0	0	0
- To be Sent	- Sent (Direct)			
- Scheduled (future) - Redeemed - Cancelled - Expired Live Codes Total Order £ £0 £0 £0 - Fulfilled - Paid - Cancelled - Expired - Pending Redemption eCodes Redeemed eGift Cards Sent Total Used £ £0 £0 £0 Addi Asda Company Shop Iceland M&S McColl's Morrisons Sainsbury's Tesco	- Sent (via School)			
- Redeemed - Cancelled - Expired Live Codes Total Order £ £0 £0 £0 - Fulfilled - Paid - Cancelled - Expired - Pending Redemption eCodes Redeemed eGift Cards Sent Total Used £ £0 £0 Aldi Asda Company Shop Iceland M&S McColl's Morrisons Sainsbury's Tesco	- To be Sent			
- Cancelled - Expired Live Codes Total Order £ £0 £0 £0 - Fulfilled - Paid - Cancelled - Expired - Pending Redemption eCodes Redeemed eGift Cards Sent Total Used £ £0 £0 Aldi Asda Company Shop Iceland M&S McColl's Morrisons Sainsbury's Tesco	- Scheduled (future)			
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Total Order E	- Expired			
- Fulfilled - Paid - Cancelled - Expired - Pending Redemption eCodes Redeemed eGift Cards Sent Total Used £ £0 £0 £0 Aldi Asda Company Shop Iceland M&S McColl's Morrisons Sainsbury's Tesco	Live Codes			
- Paid - Cancelled - Expired - Pending Redemption eCodes Redeemed eGift Cards Sent Total Used £ £0 £0 £0 Aldi Asda Company Shop Iceland M&S McColl's Morrisons Sainsbury's Tesco	Total Order £	£0	£0	£0
- Cancelled - Expired - Pending Redemption eCodes Redeemed eGift Cards Sent Total Used £ £0 £0 £0 Aldi Asda Company Shop Iceland M&S McColl's Morrisons Sainsbury's Tesco	- Fulfilled			
- Expired	- Paid			
- Pending Redemption eCodes Redeemed eGift Cards Sent Total Used £ £0 £0 £0 Aldi Asda Company Shop Iceland M&S McColl's Morrisons Sainsbury's Tesco	- Cancelled			
Redemption eCodes Redeemed eGift Cards Sent Total Used £ £0 £0 Aldi Asda Company Shop Iceland M&S McColl's Morrisons Sainsbury's Tesco	- Expired			
eCodes Redeemed eGift Cards Sent Total Used £ £0 £0 £0 Aldi Asda Company Shop Iceland M&S McColl's Morrisons Sainsbury's Tesco Tesco Tesco	- Pending			
eCodes Redeemed eGift Cards Sent Total Used £ £0 £0 £0 Aldi Asda Company Shop Iceland M&S McColl's Morrisons Sainsbury's Tesco Tesco Tesco	Redemption			
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Total Used £ £0 £0 £0 Aldi Asda Company Shop Iceland Iceland M&S McColl's McColl's Morrisons Sainsbury's Tesco Tesco Tesco E0 £0				
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Iceland M&S McColl's Morrisons Sainsbury's Tesco				
M&S McColl's Morrisons Sainsbury's Tesco				
McColl's Morrisons Sainsbury's Tesco				
Morrisons Sainsbury's Tesco				
Sainsbury's Tesco				
Tesco				
	Waitrose			

	18/01/21	19/01/21	20/01/21
Contact Centre			
Inbound Calls	0	0	0
Calls Answered	0	0	0
% Ans Perf	#DIV/0!	#DIV/0!	#DIV/0!
Inbound Emails			
Al Answered			
ResQ Follow Up			
# of ResQ Response 1 wk day			
% Follow Up Response			
Al Performance %			
Contact Change Form	0	0	0
- Auto Validated			
- DFE Approved			
- DFE Rejected			
- Duplicate			
- Unsuccessful / Incomplete			