

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2021

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

Order Form

CALL-OFF REFERENCE:	C83161
THE BUYER:	The Secretary of State for Health and Social Care, as part of the Crown through the UK Health and Security Agency
BUYER ADDRESS	Nobel House, 17 Smith Square, London, SW1P 3HX
THE SUPPLIER:	Kuehne + Nagel Limited
SUPPLIER ADDRESS:	Waterview House 1 Roundwood Avenue, Stockley Park, Uxbridge, UB11 1FG
REGISTRATION NUMBER:	01722216
DUNS NUMBER:	228453569
SID4GOV ID:	n/a

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **28th July 2022**.

It's issued under the Framework Contract with the reference number **RM6282** for the provision of Storage, Distribution, Kitting and Associated Services

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

Crown Copyright 2021

CALL-OFF LOT(S):

Lot Number	Lot Description	Call-Off Schedule	Relevant (Yes / No)
1a	International Warehousing Services	24	No
1b	Air Freight and Air Charter Services	25	No
1c	Rail Freight Services	26	No
1d	Road Freight Services	27	No
1e	Sea Freight Services	28	No
2	Quality Control		No
3a	Storage Services	29	No
3b	Kitting and Fulfilment Services	30	No
3c	Transport and Distribution Services	31	Yes
4a	Residential Collections and Drop Off Points	32	No
4b	Specialist Collection and Delivery Services	32	No
5	Disposal and Recycling Services		No
6	Print Services	33	No
7a	Cardboard Packaging		No
7b	Corrugated Packaging		No
7c	Plastic and Security Packaging		No
7d	Medical Packaging		No

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) **RM6282**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6282**
 - Joint Schedule 2 (Variation Form) – only to be used in case of Variation (if applicable in future)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 13 (Continuous Improvement)
 - Joint Schedule 14 (Benchmarking)
 - Call-Off Schedules for **C83161**

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

Crown Copyright 2021

- Call-Off Schedule 1 (Transparency Reports)
- Call-Off Schedule 2 (Staff Transfer)
- 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 20 (Call-Off Specification)
- Call-Off Schedule 31 (Transport and Distribution)

5. CCS Core Terms (version 3.0.11)

6. Joint Schedule 5 (Corporate Social Responsibility) **RM6282**

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

Not applicable

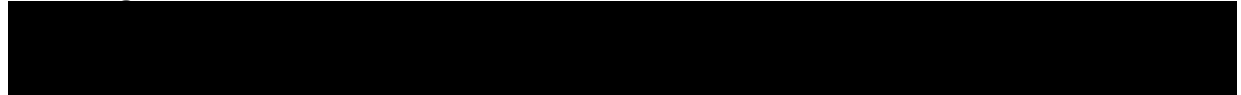
CALL-OFF COMMENCEMENT DATE: **01 July 2022**

CALL-OFF EXPIRY DATE: **31 March 2023**

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)

MAXIMUM LIABILITY



The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£1,435,274.00** (excluding VAT).

This agreement shall be for an initial period of 8 months with the option to extend for a further period of up to 12 months subject to the satisfactory performance of the Supplier.

Should the extension period be invoked or if there is a significant change to the contract that means the estimated value changes, then the Buyer and the Supplier will agree the changes to the level of Liability using the Variation process.

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

Framework Schedule 6 (Order Form Template and Call-Off Schedules)
Crown Copyright 2021

PAYMENT METHOD

The Supplier shall invoice the Buyer monthly in arrears for the actual activity performed in the prior month.

Payment shall only be made on provision of evidence of delivery of the Services.

Each invoice must include a detailed breakdown of the Services performed and the associated Charges.

The payment method for this Call-off Contract is BACS. The Buyer will pay the Supplier within 30 days of receipt of a valid, undisputed invoice.

BUYER’S INVOICE ADDRESS:

[Redacted]

BUYER’S AUTHORISED REPRESENTATIVE

[Redacted]

BUYER’S ENVIRONMENTAL POLICY

Appended as Appendix A

BUYER’S SECURITY POLICY

To be provided by the Authority, at a later date.

SUPPLIER’S AUTHORISED REPRESENTATIVE

[Redacted]

SUPPLIER’S CONTRACT MANAGER

[Redacted]

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

Crown Copyright 2021

PROGRESS REPORT FREQUENCY

Progress & performance reporting will be in line with requirements set in Call-off Schedule 20 of the bid documents. Reports will be submitted to the Buyer – on dates to be confirmed during implementation

Reports should include but not be limited to the following, general summary of service performance against key deliverables, KPI reporting, Customer Service reporting, operational issues / risks the structure and content of Progress and performance reports to be agreed between the parties during implementation.

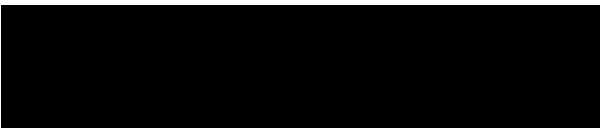
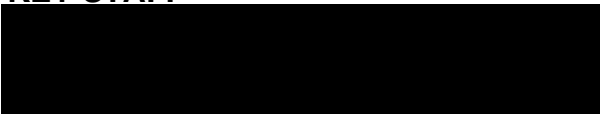
PROGRESS MEETING FREQUENCY

The following meetings will be established at commencement of this contract as part of the Contract management cadence for this call off order. Attendees and Agenda for each session to be agreed between the parties prior to commencement.

All meetings will be minuted with key actions captured

- Daily Operational meeting
- Weekly Operational meeting
- Monthly Operational Review board (Contract Management review)

KEY STAFF



KEY SUBCONTRACTOR(S)

No key subcontractors

COMMERCIALLY SENSITIVE INFORMATION

Refer to Joint Schedule 4 (Commercial Sensitive Information)

SERVICE CREDITS

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

ADDITIONAL INSURANCES

Not applicable

GUARANTEE










Not required.

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 the Joint Schedule 5 (Corporate Social Responsibility).

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

Crown Copyright 2021

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Full Name:			
Job Title:		Full Name:	
Date Signed:	04/08/2022		
Signature:		Job Title:	
Full Name:			
Job Title:		Date Signed	08/08/2022
Date Signed:	05/08/2022		