

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

### Order Form

CALL-OFF REFERENCE: **1.11.4.3826 – RM6059**

THE BUYER: **Health and Safety Executive**

BUYER ADDRESS **2.3 Redgrave Court, Merton Road, Bootle,  
Merseyside, L20 7HS**

THE SUPPLIER: **Banner Group Limited**

SUPPLIER ADDRESS: **Newland House, Unit 2 Tuscany Park, Express  
Way, Normanton WF6 2TZ**

REGISTRATION NUMBER: **05510758**

DUNS NUMBER: **347066339**

SID4GOV ID: **Not Applicable**

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 2<sup>nd</sup> March 2021.

It's issued under the Framework Contract with the reference number 6059 Framework Contract for the provision of Office Stationery and Electronic Office Supplies.

#### CALL-OFF LOT(S):

##### Lot 1

Lot Number	Lot Description	Relevant (Yes / No)
1	Office Stationery and Electronic Office Supplies	Yes
2	Office and Electronic Office Supplies	No
3	Electronic Office Supplies	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) 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 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 **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 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 11 (Installation Works)
    - 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 (version 3.0.7)

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

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### 5. 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 SPECIAL TERMS

None

CALL-OFF START DATE: 01 April 2021

CALL-OFF EXPIRY DATE: 31 March 2023

CALL-OFF EXTENSION PERIOD: 1 Year

#### 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 **£50,000** in the first 12 months of the Contract. This figure is on the proviso that HSE has returned to their offices following the Covid Pandemic.

#### CALL-OFF CHARGES

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

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- [Indexation]
- [Specific Change in Law]
- [Benchmarking using Call-Off Schedule 16 (Benchmarking)]

#### REIMBURSABLE EXPENSES

None

#### PAYMENT METHOD

BACS and GPC

#### BUYER'S ENVIRONMENTAL POLICY

<https://www.hse.gov.uk/aboutus/howwework/.../environmental-policy.pdf>

#### BUYER'S SECURITY POLICY

<https://www.hse.gov.uk/privacy.htm>

**PROGRESS REPORT FREQUENCY**

On or before 15th Day of each calendar month

**PROGRESS MEETING FREQUENCY**

Quarterly

**KEY SUBCONTRACTOR(S)**

N/A

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

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

**ADDITIONAL INSURANCES**

Details of Additional Insurances required in accordance with Joint Schedule 3  
(Insurance Requirements)

**GUARANTEE**

There's a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract

**SOCIAL VALUE COMMITMENT**

Not applicable

<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:	