

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

Order Form

CALL-OFF REFERENCE: con_18647

THE BUYER: The Department for Education (DfE)

BUYER ADDRESS Sanctuary Buildings, Great Smith Street, London, SW1P 2BT

THE SUPPLIER: CitySprint (UK) Limited

SUPPLIER ADDRESS: Ground Floor, Red Central, 60 High Street Redhill, Surrey, RH1 1SH

REGISTRATION NUMBER: 04327611

DUNS NUMBER: 42-339-9208

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 16 February 2023.

It's issued under the Framework Contract with the reference number **RM6171** for the provision of **Courier and Specialist Movements**.

CALL-OFF LOT(S):
Lot 1: Collection and Delivery

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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) RM6171
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6171
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 9 (Minimum Standards of Reliability)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 13 (Continuous Improvement)
 - Joint Schedule 14 (Benchmarking)
 - Call-Off Schedules for con_18647
 - 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 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6171

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:

None

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CALL-OFF START DATE: 18 February 2023

CALL-OFF EXPIRY DATE: 18 February 2025

CALL-OFF INITIAL PERIOD: 2 years

EXTENSION PERIOD EXPIRY DATE: 18 February 2026

CALL-OFF DELIVERABLES

Option B: See details in Call-Off Schedule 20 (Call-Off Specification)

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is [REDACTED]

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is [REDACTED]

CALL-OFF CHARGES

[REDACTED]

REIMBURSABLE EXPENSES:

None

PAYMENT METHOD:

BACS

BUYER'S INVOICE ADDRESS:

Electronic billing is the Authority's preferred method of invoicing to enable prompter validation and payment.

Paper invoices: Suppliers should send all invoices direct to:

[REDACTED]

or if sending by email:

[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

Appended at Call-Off Schedule 20

BUYER'S SECURITY POLICY
Appended at Call-Off Schedule 20

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY
Monthly: On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY
Monthly: On the second Working Week of each month

KEY STAFF

[REDACTED]

KEY SUBCONTRACTOR(S)
Self Employed Couriers, UPS

COMMERCIALLY SENSITIVE INFORMATION:
DfE must publish details of its supplier contracts under its Transparency obligations and will respond to Freedom of Information requests with contract data that is not exempt from disclosure under the Act.

The supplier shall immediately inform the Authority of any information not previously specified by the Terms and Conditions that they deem commercially sensitive and therefore do not wish to be published.

Such information, however, shall not supersede the Department's obligations to the FOIA.

The Supplier's Commercially Sensitive Information; the Supplier's rates.

SERVICE CREDITS
Service Credits will accrue in accordance with Annex 1 of Part A Call-Off Schedule 14 (Service Levels).

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The Service Credit Cap is: For the purpose of the definition of Service Credit Cap in Call Off Schedule 1 (Definitions), the applicable percentage of the Estimated Year 1 Call Off Contract Charges shall be [REDACTED]

The Service Period is: 2 years with the option to extend by 1 year.

A Critical Service Level Failure is: Not applied.

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	[REDACTED]	Date:	[REDACTED]