

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

Order Form (Lot 10)

CALL-OFF REFERENCE: **C2248**

THE BUYER: **The Cabinet Office**

BUYER ADDRESS **1 Horse Guards Rd, London SW1A 2HQ**

THE SUPPLIER: **Royal Mail Group Limited**

SUPPLIER ADDRESS: **185 Farringdon Road, London, EC1A 1AA**

REGISTRATION NUMBER: **04138203**

DUNS NUMBER: **227045366**

SID4GOV ID: **N/A**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **14th August 2023**.

It's issued under the Framework Contract with the reference number **RM6017** for the provision of **Mail Security Screening Service for Cabinet Office**.

CALL-OFF LOT(S):

Lot Number	Lot Description	Relevant (Yes / No)
10	Security Screening Services	Yes

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:

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

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1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6017**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6017**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - 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)
 - Joint Schedule 13 (Continuous Improvement)
 - Joint Schedule 14 (Benchmarking)
 - Call-Off Schedules for **C2248**
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.6)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6017**

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: **21st August 2023**

CALL-OFF EXPIRY DATE: **20th August 2025**

CALL-OFF INITIAL PERIOD: **2 years**

CALL-OFF OPTIONAL EXTENSION PERIOD

Two (2) periods of 12 months (1 + 1).

CALL-OFF DELIVERABLES

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

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is 100% of the aggregate charges of the Estimated Yearly Charges

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£381,568.50**

CALL-OFF CHARGES

See Call-Off Schedule 5 (Pricing Details)

PAYMENT METHOD

The payment method for this Call-Off Contract is BACS. The Authority expects invoicing to be monthly in arrears.

AUTHORITY'S INVOICE ADDRESS:

Newport SSCL
Cabinet Office
PO Box 405
Newport
NP10 8FZ

Invoices should be submitted electronically to: APinvoices-CAB-U@gov.sscl.com

BUYER'S AUTHORISED REPRESENTATIVE

Name: [REDACTED]

Role: [REDACTED]

Email Address: [REDACTED]

Address: N/A

BUYER'S SECURITY POLICY

Call-Off Schedule 9 (Security)

SUPPLIER'S AUTHORISED REPRESENTATIVE

Name: [REDACTED]

Role: [REDACTED]

Framework Ref: RM6017
Model Version: v3.3
Project Version: C2248

Email address: [REDACTED]
Phone Number: [REDACTED]

SUPPLIER'S CONTRACT MANAGER

Name: [REDACTED]
Role: [REDACTED]
Email address: [REDACTED]
Phone Number: [REDACTED]

PROGRESS REPORT FREQUENCY

Monthly

PROGRESS MEETING FREQUENCY

Monthly

KEY STAFFS

Name: [REDACTED]
Role: [REDACTED]
Email address: [REDACTED]
Phone Number: [REDACTED]

Name: [REDACTED]
Role: [REDACTED]
Email address: [REDACTED]
Phone Number: [REDACTED]

KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

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

SERVICE CREDITS

Framework Ref: RM6017
Model Version: v3.3
Project Version: C2248

See Call-Off Schedule 14 (Service Levels)

ADDITIONAL INSURANCES







See Joint Schedule 3 (Insurance Requirements)

GUARANTEE

N/A

SOCIAL VALUE COMMITMENT

N/A

For and on behalf of the Supplier		For and on behalf of the Buyer	
Signature		Signature	
Name		Name	
Role		Role	
Date	16th August 2023	Date	18th August 2023