

**RM6297 Print and Digital Communications**

**Order Form Template Lot 1**

**(Command and House Papers Service only)**

**Order Form Template**

This Order Form is for the provision of the Deliverables which form part of the Command and House Paper Service as outlined in section 4.3 of Framework Schedule 1 and Annex A of Framework Schedule 1 only. It must not be used to form a Call-Off Contract for any other Deliverables. It is issued under the Framework Contract RM6297 Print and Digital Communications.

**Part 1: Buyer and Supplier to complete**

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| **Buyer Name** | **Ministry of Defence** |
| **Buyer Contact** | REDACTED TEXT under FOIA Section 40, Personal Information |
| **Buyer Address** | REDACTED TEXT under FOIA Section 40, Personal Information |
| **Invoice Address**  **(if different)** | REDACTED TEXT under FOIA Section 40, Personal Information |
| **Buyer’s Authorised Representative** | REDACTED TEXT under FOIA Section 40, Personal Information |
| **Buyer’s Data Protection Officer** | REDACTED TEXT under FOIA Section 40, Personal Information |
| **Buyer’s Environmental Policy** | Available online at: [*https://www.gov.uk/government/collections/sustainable-development-mod*](https://www.gov.uk/government/collections/sustainable-development-mod) |
| **Buyer’s Security Policy** | Available online at: <https://www.gov.uk/government/publications/security-policy-framework> |
| **Security Representative of the Buyer** | REDACTED TEXT under FOIA Section 40, Personal Information |

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| **Supplier Name** | H H Associates Limited |
| **Supplier Contact** | REDACTED TEXT under FOIA Section 40, Personal Information |
| **Supplier Address** | REDACTED TEXT under FOIA Section 40, Personal Information |
| **Registration Number:** | REDACTED TEXT under FOIA Section 40, Personal Information |
| **DUNS Number** | REDACTED TEXT under FOIA Section 40, Personal Information |
| **Payment Method** | REDACTED TEXT under FOIA Section 43, Commercial Interests    REDACTED TEXT under FOIA Section 43, Commercial Interests |
| **Supplier’s Authorised Representative** | REDACTED TEXT under FOIA Section 40, Personal Information |
| **Supplier’s Contract Manager** | REDACTED TEXT under FOIA Section 40, Personal Information |
| **Supplier’s Data Protection Officer** | REDACTED TEXT under FOIA Section 40, Personal Information |
| **Security Representative of the Supplier** | REDACTED TEXT under FOIA Section 40, Personal Information |
| **Commercially Sensitive Information** | REDACTED TEXT under FOIA Section 40, Personal Information |

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| **Framework Ref** | RM6297 |
| **Call-Off Lot** | Lot 1 Print and Digital Communications - Direct Award |
| **Print Service** | Command and House Papers Service |
| **Call-Off (Order) Ref** | CCZW24A01 |
| **Call-Off (Order) Date** | 19th February 2025 |
| **Call-Off Charges** | As per Framework Prices unless otherwise agreed in writing |
| **Call-Off** **Start Date** | 25th February 2025 |
| **Call-Off** **Expiry Date** | 24th February 2029 |
| **Extension Period** | None |
| **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 £62,500.00 excluding VAT. |
| **Progress Report Frequency** | On the first Working Day of each calendar month |
| **Progress Meeting Frequency** | Quarterly on the first Working Day of each quarter |

**CALL-OFF INCORPORATED TERMS**

The documents listed in Part 2 of the Order Form under the heading “Call-Off Incorporated Terms” are incorporated into this Call-Off Contract and the order of precedence listed. Where numbers are missing those schedules are not incorporated into the Call-Off Contract.

No other Supplier terms are part of the Call-Off Contract. This includes any terms that have either been written on the back of, or added to, this Order Form, or presented to the Buyer at the time of Delivery.

**DELIVERABLES**

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| **The requirement** |
| The Buyer is required by Parliament to print and lay copies of documents for the parliamentary audience, including Command, House of Commons (HC) and unnumbered act papers. The Supplier shall ensure that Parliament’s requirements regarding official papers are met.The Buyer will advise regarding volumes, including copies for laying, relevant parliamentary committees and other interested parties/stakeholders. Delivery instructions for these copies will be provided by the Buyer alongside final artwork supplied. Parliament will advise regarding volumes required by Parliament and delivery instructions to Parliament for HC and command papers (and some unnumbered act papers). The Supplier shall service the production and delivery of Command and House Papers. |

**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
| REDACTED TEXT under FOIA Section 40, Personal Information |
| **Key Subcontractors** |
| REDACTED TEXT under FOIA Section 40, Personal Information  REDACTED TEXT under FOIA Section 40, Personal Information |

**CALL-OFF OPTIONAL SCHEDULES**

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| **Call-Off Optional Schedules** |
| Call-Off Schedule 17 (MOD Terms) applies. |

**CALL-OFF SPECIAL TERMS**

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| **Call-Off Special Term 1** |
| Annex A - UK Official and UK Official-Sensitive Contractual Security Conditions  Call-Off Schedule 5 (Pricing Details)  Call-Off Schedule 13 (Implementation Plan and Testing)  Call-Off Schedule 20 (Call-Off Specification) |

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| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | REDACTED TEXT under FOIA Section 40, Personal Information | Signature: | REDACTED TEXT under FOIA Section 40, Personal Information |
| Name: | REDACTED TEXT under FOIA Section 40, Personal Information | Name: | REDACTED TEXT under FOIA Section 40, Personal Information |
| Role: | REDACTED TEXT under FOIA Section 40, Personal Information | Role: | REDACTED TEXT under FOIA Section 40, Personal Information |
| Date: | REDACTED TEXT under FOIA Section 40, Personal Information | Date: | REDACTED TEXT under FOIA Section 40, Personal Information |

**Part 2 – Other Applicable Terms**

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.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6297**
3. Framework Special Terms
4. Joint Schedule 11 (Processing Data)
5. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6297**
  + 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 8 (Guarantee)
  + Joint Schedule 9 (Minimum Standards of Reliability)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 12 (Supply Chain Visibility)
  + Joint Schedule 13 (Implementation Plan and Testing)
* Call-Off Schedules
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer)
  + Call-Off Schedule 3 (Continuous Improvement)
  + 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 12 (Clustering)
  + 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 24 (Corporate Resolution Planning)
  + Call-Off Schedule 25 (Consignment Stock Services)

1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6297**

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.

REIMBURSABLE EXPENSES

None

SERVICE CREDITS  
Not applicable

ADDITIONAL INSURANCES

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

## Annex 1 - Processing Personal Data

This Annex shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Annex shall be with the Relevant Authority at its absolute discretion.

* + - 1. The Processor shall comply with any further written instructions with respect to Processing by the Controller.
      2. Any such further instructions shall be incorporated into this Annex.

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| **Description** | **Details** |
| Identity of Controller for each Category of Personal Data | **The Relevant Authority is Controller and the Supplier is Processor**  The Parties acknowledge that in accordance with paragraph 3 to paragraph 16 and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller and the Supplier is the Processor of the following Personal Data. |
| Duration of the Processing | The Contract Period and thereafter, until expiry or termination of the last Call-Offs under the Contract, including the period until all transactions relating to the Contract have permanently ceased. |
| Nature and purposes of the Processing | To facilitate the procurement of Goods & Services from the Contract.  Day to day management and performance of obligations under the Contract, including exit management and other associated activities. |
| Type of Personal Data | Personal details of each Party’s Personnel engaged in the performance of obligations and day to day management of the contract:   * Full name * Job title * Organisation name * Business/workplace address * Business/workplace email address * Business/workplace telephone/mobile number(s) * Supplier Personnel date of birth (required for security purposes when Supplier Personnel visit the contracting authority’s premises) * Supplier Dun & Bradstreet Data Universal Numbering System (DUNS number) * Registered company details including registered company name, address and company registration number (CRN) * Bank account details for activities related to the invoice payment * Management Information * Distribution lists |
| Categories of Data Subject | Personnel data of the Parties involved in the performance of obligations and day to day management of the call off contract. |
| Plan for return and destruction of the data once the Processing is complete  UNLESS requirement under Union or Member State law to preserve that type of data | All relevant data to be deleted 7 years after the expiry or termination of this Contract unless longer retention is required by Law or the terms of any Call-Off Contract arising here after.  In accordance with the Core Terms, all MOD data and any copies held by the Supplier must be securely erased once the Processing is complete, unless the Supplier is required by law to retain it.  In accordance with the Core Terms, all Storage Media that has held MOD data must be securely destroyed at the end of life of the media. All destruction of media must be in line with good industry practice. |