

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

## Order Form (Lots 2 to 8)

CALL-OFF REFERENCE: **C22207**

THE BUYER: **Defra**

BUYER ADDRESS Seacole Building, 2 Marsham Street, London, SW1P 4DF

THE SUPPLIER: Royal Mail Group Ltd

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

REGISTRATION NUMBER:

DUNS NUMBER: 227045366

SID4GOV ID:

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 07/12/2023. It's issued under the Framework Contract with the reference number **RM6280** for the provision of Postal Services & Solutions.

CALL-OFF LOT(S):

Lot Number	Lot Description	Relevant (Yes / No)
2	Collection and Delivery of Letters, Large Letters and Parcels	Yes
3	Collection and Delivery of Letters, Large Letters and Parcels to International Destinations	Yes
4	Audits, Efficiency Reviews and Niche Consultancy	
5	Business Process Outsourcing, Mailroom, Document and Data Managed Service	
6	Hybrid Mail, Digital and Transformational Communications	

7	Inbound Delivery, Mail Opening and Digital Scanning Services	
8	Security Screening Services	

## 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) **RM6280**
3. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6280**

- **Joint Schedule 2 (Variation Form)**
- **Joint Schedule 3 (Insurance Requirements)**
- **Joint Schedule 6 (Key Subcontractors)**
- **Joint Schedule 7 (Financial Difficulties)**
- **Joint Schedule 9 (Minimum Standards of Reliability)**
- **Joint Schedule 10 (Rectification Plan)**
- **Joint Schedule 12 (Supply Chain Visibility)**

- Call-Off Schedules for **C22207**

- **Call-Off Schedule 1 Transparency reports**
- **Call-Off Schedule 3 (Continuous Improvement)**
- **Call-Off Schedule 5 (Pricing Details)**
- **Call-Off Schedule 20 (Call-Off Specification)**

4. **CCS Core Terms (version 3.0.11)**

5. Joint Schedule 5 (Corporate Social Responsibility) **RM6280**

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:

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None

CALL-OFF START DATE: **01/12/2023**

Framework Ref: RM6280

Project Version: v1.0

Model Version: v3.8 Crown Copyright 2018

CALL-OFF EXPIRY DATE: **30/11/2024**

CALL-OFF INITIAL 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 **£705,106**

**CALL-OFF CHARGES**

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

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)]

**PAYMENT METHOD**

Monthly invoice

**BUYER'S INVOICE ADDRESS:**

[REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
[REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**

[About us - Department for Environment, Food & Rural Affairs - GOV.UK \(www.gov.uk\)](#)

**BUYER'S SECURITY POLICY**

[Government security - GOV.UK \(www.gov.uk\)](#)

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]  
[REDACTED]

**PROGRESS REPORT FREQUENCY**

Framework Ref: RM6280

Project Version: v1.0

Model Version: v3.8 Crown Copyright 2018

**Monthly**  
**MI spend data monthly**

**PROGRESS MEETING FREQUENCY**  
**Quarterly**

**KEY SUBCONTRACTOR(S)**  
**N/A To be advised if there is a change**

**COMMERCIALLY SENSITIVE INFORMATION**

The Supplier's pricing schedules/submissions (including any variations to them), the Statement of Requirements (including any variations) only to the extent that it includes information provided by the Supplier as part of the Supplier's proposal, the original submission, the clarification documentation and all emails or correspondence which are marked "commercially sensitive", "private and confidential" or "subject to contract" should be considered confidential information.

The duration it will remain confidential for is 6 years.

This is in addition to the standard framework conditions

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

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 Call-Off Schedule 4

