

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

### **Order Form**

CALL-OFF REFERENCE: CPD4126197

THE BUYER: Department for Levelling Up, Housing and Communities

BUYER ADDRESS 2 Marsham Street, London, England

THE SUPPLIER: Allied Publicity Services (Manchester) Limited

SUPPLIER ADDRESS: Chetham House, Bird Hall Lane, Stockport, Cheshire, SK3 0ZP

REGISTRATION NUMBER: 12085080

DUNS NUMBER: 225191499

SID4GOV ID: 522412

#### **APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated 12th July 2024.

It's issued under the Framework Contract with the reference number **RM6170** for the provision of Corporate Print Management Services.

CALL-OFF LOT(S):  
Lot 2

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Project Version: v1.0

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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) **RM6170**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6170**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information) – ***Attached in Annex 1***
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties) – ***Attached in Annex 1***
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data) - ***Attached in Annex 1***
    - Joint Schedule 12 (Supply Chain Visibility)
    - Joint Schedule 13 (Continuous Improvement)
    - Joint Schedule 14 (Benchmarking)
  - Call-Off Schedules for **RM6170**
    - Call-Off Schedule 1 (Transparency Reports) – ***Attached in Annex 2***
    - Call-Off Schedule 2 (Staff Transfer) - ***Attached in Annex 2***
    - Call-Off Schedule 5 (Pricing Details) - ***Attached in Annex 2***
    - Call-Off Schedule 6 (ICT Services)
    - Call-Off Schedule 7 (Key Supplier Staff) - ***Attached in Annex 2***
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security) - ***Attached in Annex 2***
    - Call-Off Schedule 10 (Exit Management)
    - Call-Off Schedule 15 (Call-Off Contract Management) - ***Attached in Annex 2***
    - Call-Off Schedule 18 (Background Checks) - ***Attached in Annex 2***
    - Call-Off Schedule 20 (Call-Off Specification) - ***Attached in Annex 2***
    - Call-Off Schedule 23 Consignment Stock Services

## 4. CCS Core Terms (version 3.0.8)

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5. Joint Schedule 5 (Corporate Social Responsibility) RM6170
6. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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

CALL-OFF START DATE: 18<sup>th</sup> October 2024

CALL-OFF EXPIRY DATE: 17<sup>th</sup> October 2026

CALL-OFF INITIAL PERIOD: Two (2) Years, Zero (0) Months with the option to extend by two (2) one (1) year periods (1+1)

**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 £2,000,000.

**CALL-OFF CHARGES**

Total Ceiling Value £9,000,000. See details in Call-Off Schedule 5 (Pricing Details)

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

BACS

**BUYER'S INVOICE ADDRESS:**

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<REDACTED>

**BUYER'S AUTHORISED REPRESENTATIVE**

<REDACTED>

**BUYER'S ENVIRONMENTAL POLICY**

Greening Government Commitments 2021 to 2025 [v2] [15 December 2022]  
available online at: <https://www.gov.uk/government/publications/greening-government-commitments-2021-to-2025>

**BUYER'S SECURITY POLICY**

Appended at Call-Off Schedule 9

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

<REDACTED>

**SUPPLIER'S CONTRACT MANAGER**

<REDACTED>

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter

**KEY STAFF**

Appended at Call-Off Schedule 7

**KEY SUBCONTRACTOR(S)**

None

**COMMERCIALLY SENSITIVE INFORMATION**

Appended at Joint Schedule 4

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SERVICE CREDITS  
N/A

ADDITIONAL INSURANCES  
Not applicable

GUARANTEE  
Not applicable

SOCIAL VALUE COMMITMENT  
The 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 (Call-Off Tender)]

For and on behalf of the Supplier:		nd on behalf of the Buyer:	
Signature:	<REDACTED>	Signature:	<REDACTED>
Name:	<REDACTED>	Name:	<REDACTED>
Role:	<REDACTED>	Role:	<REDACTED>
Date:	03 December 2024	Date:	03 December 2024

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