

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

## Order Form

CALL-OFF REFERENCE: **Redacted Under FOIA Section 43, Commercial Information**

THE BUYER: **Valuation Office Agency**

BUYER ADDRESS **10 South Colonnade, London, E14 4PU**

THE SUPPLIER: **Bates Office Services Ltd**

SUPPLIER ADDRESS: **Units A1 - A4 Knights Park Industrial Estate,  
Knight Road  
Rochester  
ME2 2LS  
England**

REGISTRATION NUMBER: **03352929**

DUNS NUMBER: **Redacted Under FOIA Section 43, Commercial Information**

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 28<sup>th</sup> February 2024.

It's issued under the Framework Contract with the reference number RM6119 for the provision of Furniture & Associated Services.

CALL-OFF LOT(S):  
**Lot 1**

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

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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) **RM6119**
3. The following Schedules in equal order of precedence:  
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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:

N/A

CALL-OFF START DATE: 04 March 2024

CALL-OFF EXPIRY DATE: 03 March 2026

CALL-OFF INITIAL PERIOD: 2 years, extendable by 2 x 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

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### CALL-OFF CHARGES

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

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### REIMBURSABLE EXPENSES

N/A

### PAYMENT METHOD

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### BUYER'S INVOICE ADDRESS:

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BUYER'S AUTHORISED REPRESENTATIVE

Redacted under FOIA section 40, Personal Information

BUYER'S ENVIRONMENTAL POLICY

VOA Sustainable Procurement Policy 2023 v2, available online.

BUYER'S SECURITY POLICY

N/A

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted under FOIA section 40, Personal Information

SUPPLIER'S CONTRACT MANAGER

Redacted under FOIA section 40, Personal Information

PROGRESS REPORT FREQUENCY

**MI Data:** On the eighth Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter, unless otherwise specified.

KEY STAFF

Redacted under FOIA section 40, Personal Information

KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

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GUARANTEE

N/A

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)

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

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