

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

### Order Form (Lots 3 to 10)

CALL-OFF REFERENCE: **CS20318**

THE BUYER: **Department for Business, Energy and Industrial Strategy**

BUYER ADDRESS **1 Victoria Street, London, SW1H 0ET**

THE SUPPLIER: **Swiss Post Solutions Ltd**

SUPPLIER ADDRESS: **Richmond Place, 15 Petersham Road, Richmond, TW10 6TP**

REGISTRATION NUMBER: **04482213**

DUNS NUMBER: **640788878**

SID4GOV ID: **Not Applicable**

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 07 April 2021.

It's issued under the Framework Contract with the reference number **RM6017** for the provision of CS20318 Security Screening of post delivered to 1 Victoria Street.

#### CALL-OFF LOT(S):

<b>Lot Number</b>	<b>Lot Description</b>	<b>Relevant (Yes / No)</b>
3	Collection and Delivery of Letters, Large Letters and Parcels	Yes
4	Collection and Delivery of Letters, Large Letters and Parcels to International Destinations	No
5	Audits, Efficiency Reviews and Niche Consultancy	No

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

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6	Business Process Outsourcing, Mailroom, Document and Data Managed Service	No
7	Hybrid Mail, Digital and Transformational Communications	No
8	Inbound Delivery Services	No
9	Mail Opening and Digital Scanning Services	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:

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 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 9 (Minimum Standards of Reliability)
    - Joint Schedule 12 (Supply Chain Visibility)
    - Joint Schedule 13 (Continuous Improvement)
    - Joint Schedule 14 (Benchmarking)
  - Call-Off Schedules for **CS20318**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 5 (Pricing Details)
    - 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 14 (Service Levels)
    - Call-Off Schedule 20 (Call-Off Specification)
    - Call-Off Schedule 24 (BEIS Security Policy)
4. CCS Core Terms (version 3.0.6)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6017**

Framework Ref: RM6017

Project Version: v1.0

Model Version: v3.3

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

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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:

None

CALL-OFF START DATE: **Monday 4<sup>th</sup> January 2021**

CALL-OFF EXPIRY DATE: **Friday 3<sup>rd</sup> January 2024**

CALL-OFF INITIAL PERIOD: **3 years with option to extend by 1-year**

CALL-OFF EXTENSION EXPIRY DATE: **Friday 3<sup>rd</sup> January 2025**

### 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 **£REDACTED ex VAT**.

### CALL-OFF CHARGES

The total contract value for the initial 3-year period until the 3<sup>rd</sup> January 2024 shall not exceed **£REDACTED** excluding VAT.

The total contract value for the optional 1-year extension until the 3<sup>rd</sup> January 2025 shall not exceed **£REDACTED** excluding VAT, subject to budget holder approval.

The total contract value including optional extensions shall not exceed **£REDACTED** excluding VAT.

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

The supplier shall issue electronic invoices to [ap@uksbs.co.uk](mailto:ap@uksbs.co.uk), that include a purchase order number and contract reference provided by BEIS. The customer

Framework Ref: RM6017

Project Version: v1.0

Model Version: v3.3

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

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shall pay the supplier within thirty (30) calendar days upon receipt and acceptance of a valid invoice

**BUYER'S INVOICE ADDRESS:**

Department for Business, Energy and Industrial Strategy (BEIS)  
C/O UK SBS,  
Queensway House,  
West Precinct,  
Billingham,  
TS23 2NF

**BUYER'S AUTHORISED REPRESENTATIVE**

**REDACTED**

Contract Manager

**REDACTED**

**BUYER'S ENVIRONMENTAL POLICY**

BEIS VSP 00 Environmental Policy, Version 1.2, January 2020, available online at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/899333/BEIS\\_Environmental\\_Policy\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899333/BEIS_Environmental_Policy_2020.pdf)

**BUYER'S SECURITY POLICY**

Appended at Call-Off Schedule 24

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**REDACTED**

**REDACTED**

Swiss Post Solutions Ltd  
Richmond Place,  
15 Petersham Road,  
Richmond,  
TW10 6TP

**SUPPLIER'S CONTRACT MANAGER**

**REDACTED**

**REDACTED**

**REDACTED**

Swiss Post Solutions Ltd  
Richmond Place,  
15 Petersham Road,  
Richmond,  
TW10 6TP

**PROGRESS REPORT FREQUENCY**

Not Applicable

**PROGRESS MEETING FREQUENCY**

Every 6 months. The first period would be 6 months after the contract is in place.

**KEY STAFF**

**REDACTED**

Contract Manager

**REDACTED**

Department for Business, Energy and Industrial Strategy

1 Victoria Street,

London,

SW1H 0ET

**REDACTED**

**REDACTED**

**REDACTED**

Swiss Post Solutions Ltd

Richmond Place,

15 Petersham Road,

Richmond,

TW10 6TP

**REDACTED**

**REDACTED**

**REDACTED**

Swiss Post Solutions Ltd

Park Shot House

Richmond, TW9 2PR

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Framework Ref: RM6017

Project Version: v1.0

Model Version: v3.3

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

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There's a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract

**SOCIAL VALUE COMMITMENT**

Not applicable

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