

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

Order Form (Lots 2 to 8)

CALL-OFF REFERENCE: Buyer’s contract reference number: **WHPC00966**

THE BUYER:

BUYER ADDRESS Walsall Healthcare NHS Trust
Manor Hospital
Moat Road,
Walsall
West Midlands
WS2 9PS

THE SUPPLIER: SPS UK & I Ltd

SUPPLIER ADDRESS: Oriel House, 26 The Quadrant, Richmond, Surrey,
England, TW9 1DL

REGISTRATION NUMBER: 04482213

DUNS NUMBER: 640788878

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 02/06/2025.

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)
2	Collection and Delivery of Letters, Large Letters and Parcels	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 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 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 9 (Minimum Standards of Reliability)
 - Joint Schedule 10 (Rectification Plan)
- **Call-Off Schedules**
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 20 (Call-Off Specification)

4. CCS Core Terms (version 3.0.11)

5. Joint Schedule 5 (Corporate Social Responsibility)

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

Buyer has the right to terminate at any time without reason by giving the Supplier 90 days' written notice.

No minimum postal volume commitment applies, and unit postal prices shall remain constant no matter the monthly volumes posted. Unit postal prices in Schedule 5 (Pricing Details) are all inclusive and include daily collection of letters, sortation and posting as well as delivery of empty trays and labels.

CALL-OFF START DATE: 23/06/2025

CALL-OFF EXPIRY DATE: 22/06/2032

CALL-OFF PERIOD: 7 Years

CALL-OFF DELIVERABLES

Collection and delivery of 2nd Class Letters and Large Letters.

See full 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.

Each Party's total aggregate liability in each Contract Year under each Call-Off Contract (whether in tort, contract or otherwise) is no more than the greater of £5 million or 150% of the Estimated Yearly Charges unless specified in the Call-Off Order Form

The Estimated Year 1 Charges used to calculate liability in the first Contract Year: £850,407 (taken from the estimated savings calculation previously submitted).

CALL-OFF CHARGES

Please refer to the charges in:

Call Off Schedule 5- Pricing Details May 2025

The Charges can only be changed by agreement in writing between the Buyer and the Supplier as per details in the Call Off Schedule 5- Pricing Details May 2025. Charges will rise when the Royal Mail increases postage prices and rises will be communicated when they become known.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Please refer to the invoicing and payment method detailed in:
Call Off Schedule 5- Pricing Details (Section 1.2)

BUYER'S INVOICE ADDRESS:

Accounts Payable Department

BUYER'S AUTHORISED REPRESENTATIVES

Please insert name of authorised representative
Walsall Healthcare NHS Trust

SUPPLIER'S AUTHORISED REPRESENTATIVE

Peter Camilleri
Client Engagement Director
SPS UK & I Ltd
Oriel House

26 The Quadrant
Richmond TW9 1DL
Tel: 07748114237
peter.camilleri@spsglobal.com

SUPPLIER'S CONTRACT MANAGER

Stuart Higson
Area Manager
SPS UK & I Ltd
Oriel House
26 The Quadrant
Richmond TW9 1DL
Tel: 07917 550 869
Stuart.higson@spsglobal.com

CONTRACT PERFORMANCE REPORT FREQUENCY:
Monthly

CONTRACT PERFORMANCE MEETING FREQUENCY:
Monthly for the first three months, then quarterly

SUPPLIER'S OPERATIONAL BOARD MEMBER

David Rumball
Head of Public Sector
SPS UK & Ireland Ltd
Oriel House
26 The Quadrant
Richmond TW9 1DL
Tel: 07770581741
David.rumball@spsglobal.com

KEY SUBCONTRACTOR(S)

DHL Parcel UK Ltd T/A UK Mail
120 Buckingham Avenue
Slough
SL1 4LZ

COMMERCIALLY SENSITIVE INFORMATION
Supplier's Commercially Sensitive Information is its pricing

SERVICE CREDITS
Not applicable

SERVICE PERIOD & TERMINATION

The Service Period is 7 years with the ability to terminate without reason at any time by giving three months' notice as per the Crown Commercial Service RM6280 framework Core Terms.

ADDITIONAL INSURANCES

Not applicable


GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:	Gary Harrold	Name:	Kevin Stringer
Role:	CEO UK & I Ltd	Role:	Group Chief Financial Officer
Date:	5/30/2025	Date:	19/9/25

For and on behalf of the Supplier:			
Signature:			N/A
Name:	Stuart Penney		
Role:	Sales Director UK & I Ltd		N/A
Date:	5/30/2025		