

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

Order Form

CALL-OFF REFERENCE: **CCZW21A02 - C16654 – Home Office Managed Print Services**

THE BUYER: **Home Office**

BUYER ADDRESS **2 Marsham Street, London SW1P 4DF**

THE SUPPLIER: **Allied Publicity Services (Manchester) Limited**

SUPPLIER ADDRESS: **Chetham House, Bird Hall Lane, Cheadle Heath
Stockport SK3 0ZP**

REGISTRATION NUMBER: **REDACTED**

DUNS NUMBER: **REDACTED**

SID4GOV ID: **REDACTED**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **26th April 2022**.

It is issued under the Framework Contract with the reference number **RM6170** for the provision of **Home Office Managed Print Services**.

CALL-OFF LOT(S):
Lot 2 – Print Management 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) **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)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Joint Schedule 13 (Continuous Improvement)
 - Joint Schedule 14 (Benchmarking)
 - Call-Off Schedules for **Call-Off Contract C16654 – Home Office Managed Print Services**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 6 (ICT Services)
 - 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 12 (Clustering)
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.8)
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.

The following Schedules shall **not** be used:

- Call-Off Schedule 6 (ICT Services)
- Call-Off Schedule 11 (Installation Works)
- Call-Off Schedule 17 (MOD Terms)

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

N/A

CALL-OFF START DATE: **21st June 2022**

CALL-OFF INITIAL EXPIRY DATE: **20th June 2025**

CALL-OFF LATEST EXPIRY DATE: **20th June 2026**

CALL-OFF INITIAL PERIOD: **Three Years (3+1)**

CALL-OFF DELIVERABLES
REDACTED

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:
£3,000,000

CALL-OFF CHARGES
REDACTED

REIMBURSABLE EXPENSES)
None

PAYMENT METHOD
To be confirmed by the Buyer prior to the Call-Off Start Date but, as a minimum, the Supplier shall provide monthly consolidated invoicing or electronic billing.

BUYER'S INVOICE ADDRESS:
**Home Office Shared Service Centre
HO Box 5015, Phoenix House, Celtic Springs Business
Park Newport, Gwent NP 9BB**

REDACTED

BUYER'S AUTHORISED REPRESENTATIVES:
**REDACTED
REDACTED**

**REDACTED
REDACTED**

REDACTED
REDACTED

REDACTED
REDACTED

REDACTED
REDACTED

BUYER'S ENVIRONMENTAL POLICY
Available online at REDACTED

BUYER'S SECURITY POLICY
Available online at REDACTED

SUPPLIER'S AUTHORISED REPRESENTATIVE
REDACTED
REDACTED

SUPPLIER'S CONTRACT MANAGER
REDACTED
REDACTED

PROGRESS REPORT FREQUENCY
REDACTED

PROGRESS MEETING FREQUENCY
REDACTED

KEY STAFF
REDACTED

KEY SUBCONTRACTOR(S)
REDACTED

COMMERCIALLY SENSITIVE INFORMATION
REDACTED

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels). The Service Credit Cap is:

- (a) In the period from the Call-Off Start Date to the end of the first Call-Off Contract Year 5% of the Estimated Year 1 Call-Off Contract Charges; and**
- (b) During the remainder of the Call-Off Contract Period, 5% of the Call-Off Contract Charges payable to the Supplier under this Call-Off Contract in the period of 12 months immediately preceding the Month in respect of which Service Credits are accrued.**
- (c) Critical Service Level Failure: not applied.**

ADDITIONAL INSURANCES
N/A

GUARANTEE

N/A; except where there is a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract.

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 20 (Call-Off Specification), Call-Off Schedule 14 (Service Levels); Framework Schedule 1 (Specification) and Call-Off Schedule 4 (Call-Off Tender).

For and on behalf of the Supplier: For and on behalf of the Buyer:

Signature: **REDACTED**

Name: **REDACTED**

Framework Ref: RM6170
Project Version: v1.0 5 Model Version: v3.3

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REDACTED
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