

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

CALL-OFF REFERENCE: SR576194837

THE BUYER: Her Majesty's Revenue & Customs acting as part of the Crown and for this purpose through the Office of The Government Banking Service

BUYER ADDRESS 1 Ruskin Square, Dingwall Road, Croydon, Surrey, CR0 2WF

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

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

REGISTRATION NUMBER: **681528**

DUNS NUMBER: **21-222-8001**

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 16/08/2021. It's issued under the Framework Contract with the reference number **RM6170** for the provision of Print Management Services.

CALL-OFF LOT(S):
Lot 2

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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)
- Joint Schedule 6 (Key Subcontractors)
- Joint Schedule 7 (Financial Difficulties)
- Joint Schedule 9 (Minimum Standards of Reliability)
- 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)

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- Call-Off Schedules for **RM6170**

- 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 12 (Clustering)
- Call-Off Schedule 14 (Service Levels)
- Call-Off Schedule 15 (Call-Off Contract Management)
- 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.

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: 01 October 2021

CALL-OFF EXPIRY DATE: 30 September 2024

CALL-OFF INITIAL PERIOD: 3 years (1+1 allowable extension)

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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]

CALL-OFF CHARGES

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)

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law
- Benchmarking using Call-Off Schedule 16 (Benchmarking)

REIMBURSABLE EXPENSES

None.

PAYMENT METHOD

Payment terms/profile (including method of payment e.g. Government Procurement Card (GPC) or BACS):

The Customer shall pay all sums properly due and payable to the Supplier in cleared funds within thirty (30) days of receipt of a Valid Invoice, submitted to the address specified below "Buyer's Invoice Address", and in accordance with the provisions of this Call Off Contract. The Supplier shall submit invoices directly to the Invoice Address set out in the Call Off Order Form.

The Supplier shall have the ability to invoice Contracting Bodies and receive payment by the following methods as a minimum, where required.

- Cheque · Debit / Credit card / Government payment card · Electronic bank transfer (BACS)
- Direct debit

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2. The Supplier shall be capable of consolidating invoices as instructed by Contracting Authorities as defined in their Call-Off Contract.

3. The Supplier shall ensure that each invoice submitted includes, but not be limited to, the account number, Suppliers order number, Customer's Order reference, product information including description, amount ordered, unit and total price, delivery address and a contact name.

4. The Supplier shall provide a [REDACTED]
[REDACTED]
[REDACTED]

In the event of non-payment by the Customer, the Supplier will escalate to Government Banking Service Payable Orders Team.

BUYER'S INVOICE ADDRESS:

Customer name in full: As per the individual Service Order

Billing Address: As per the individual Service Order

VAT Registration No.: As per the individual Service Order

Billing telephone No.: As per the individual Service Order

Billing Email Address: As per the individual Service Order

BUYER'S AUTHORISED REPRESENTATIVE

HMRC

Name: [REDACTED]

Role: [REDACTED]

Email Address: [REDACTED]
[REDACTED]

GBS

Name: [REDACTED]

Role: [REDACTED]

Email Address: [REDACTED]

BUYER'S ENVIRONMENTAL POLICY

Available online at: <https://www.gov.uk/government/organisations/hm-revenue-customs/about/procurement#supplying-to-hmrc>

BUYER'S SECURITY POLICY

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Appended at Call-Off Schedule 9

SUPPLIER'S AUTHORISED REPRESENTATIVE

Name: [REDACTED]

Role: [REDACTED]

Email Address: [REDACTED]

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

Name: [REDACTED]

Role: [REDACTED]

[REDACTED]

[REDACTED]

PROGRESS REPORT FREQUENCY

As per Call-off Schedule 1 – Transparency Reports

PROGRESS MEETING FREQUENCY

Twice Yearly with option to amend as necessary throughout contract life

KEY STAFF

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

KEY SUBCONTRACTOR(S)

[REDACTED]

[REDACTED]

[REDACTED]

COMMERCIALLY SENSITIVE INFORMATION

As per Joint Schedule 4 – Commercially Sensitive Information

The Supplier considers the information in the following table to be fundamental to its commercial competitive advantage and that it would suffer serious commercial disadvantage from its public disclosure.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[Redacted text block]

SERVICE CREDITS
Not applicable

[Redacted text block]






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 outlined in Call-Off Schedule 4 (Call-Off Tender).

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For and on behalf of the Supplier:		and on behalf of the Buyer:	
Signature:	<div>DocuSigned by:  2A8DBC9D8D03436...</div>	Signature:	<div>DocuSigned by:  F0000B4F024F2...</div>
Name:		Name:	
Role:		Role:	
Date:	30 September 2021	Date:	30 September 2021

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