

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

## Order Form

CALL-OFF REFERENCE:	contract_16000
THE BUYER:	The Secretary of State for the Home Department
BUYER ADDRESS	2 Marsham Street, London, SW1P 4DF
THE SUPPLIER:	Gresham Office Furniture Limited
SUPPLIER ADDRESS:	Platinum Park, Lynstock Way, Bolton, Lancashire, BL6 4SA
REGISTRATION NUMBER:	N/A
DUNS NUMBER:	227547817
SID4GOV ID:	N/A

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **25<sup>TH</sup> April 2025**.

It's issued under the Framework Contract with the reference number RM6308 for the provision of Furniture and Associated Services.

### CALL-OFF LOT(S):

Lot 1 – Office Furniture (Standard & Government Corporate)

### 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) RM6308

3. The following Schedules in equal order of precedence:

- Joint Schedules for RM6308
  - 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 Distress)
  - Joint Schedule 9 (Minimum Standards of Reliability)
  - Joint Schedule 10 (Rectification Plan)
  - Joint Schedule 11 (Processing Data)
  - Joint Schedule 12 (Supply Chain Visibility)
- Call-Off Schedules for RM6308
  - Call-Off Schedule 1 (Transparency Reports)
  - Call-Off Schedule 3 (Continuous Improvement)
  - 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 11 (Installation Works)
  - 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 16 (Benchmarking)
  - Call-Off Schedule 18 (Background Checks)
  - Call-Off Schedule 20 (Call-Off Specification)

4. CCS Core Terms (version 3.0.11)

5. Joint Schedule 5 (Corporate Social Responsibility) **RM6308**

6. Call-Off Schedule 4

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:

Not applicable

CALL-OFF START DATE: **01/05/2025**

CALL-OFF EXPIRY DATE: **30/04/2028**

CALL-OFF INITIAL PERIOD: Three Years

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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 **£3,167,666** Estimated Charges in the first 12 months of the Contract.

### GUARANTEE PERIOD FOR DELIVERABLES

The Guarantee Period for Deliverables is as set out in Framework Schedule 1 (Specification) unless otherwise specified in this Order Form.

### CALL-OFF CHARGES

Option B: 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)]

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

Purchase Order and Invoice with payments via BACS. Payment will be aligned to the agreed deliverables and associated timing(s)

### BUYER'S INVOICE ADDRESS:

2 Marsham Street, London SW1P 4DF

The electronic PDF invoice shall be emailed to:

HOSupplierinvoices@homeoffice.gov.uk

### BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

### BUYER'S ENVIRONMENTAL POLICY

[25 Year Environment Plan - GOV.UK](#)

[www.gov.uk/government/publications/25-year-environment-plan](http://www.gov.uk/government/publications/25-year-environment-plan)

### BUYER'S SECURITY POLICY

[Security policy framework: protecting government assets - GOV.UK](#)

[www.gov.uk/government/publications/security-policy-framework](http://www.gov.uk/government/publications/security-policy-framework)

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**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

**PROGRESS REPORT FREQUENCY****Monthly** – 1 week prior to the Progress Meeting**PROGRESS MEETING FREQUENCY****Monthly** – Date to be agreed during Mobilisation**KEY STAFF**

[REDACTED]

[REDACTED]

Key Role	Name of Key Staff	Description of role in the delivery of the Services
Sales Director / Executive Sponsor	[REDACTED]	Escalation point and oversees the entire Framework and Home Office Contract
Account Manager / Project Manager	[REDACTED]	Day-to-day point of contact
Contracts Manager	[REDACTED]	Contracts Team, support reviews
Contracts & Quotations Administration	[REDACTED]	Day-to-day support including quotations, MI etc.
Contracts Co-ordinator	[REDACTED]	Lead on Product Contract Catalogue

**KEY SUBCONTRACTOR(S)**

Go Green Managed Services Limited

Company Registration Number – 6371217

**COMMERCIALLY SENSITIVE INFORMATION**

Item(s)	Duration of Confidentiality
[REDACTED]	[REDACTED]

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### SERVICE CREDITS

Not applicable

### 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 in Call-Off Schedule 4 (Call-Off Tender)]

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