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


### Order Form

CALL-OFF REFERENCE: C143089

THE BUYER: NHS England

BUYER ADDRESS Quarry House Quarry Hill Leeds LS2 7UE.

THE SUPPLIER: Allied Publicity Services (Manchester) Limited T/A  
APS Group

SUPPLIER ADDRESS: 

REGISTRATION NUMBER: 00681528

DUNS NUMBER: 212228001

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated as e-signed. It's issued under the Framework Contract with the reference number **RM6170 for the provision of Screening leaflets Print Management Service**

CALL-OFF LOT(S): Lot 2

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Project Version: v1.0

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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:

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- Joint Schedules for **RM6170**

- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information) – *Updated and attached in the Annex*
- Joint Schedule 6 (Key Subcontractors)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data) - *Updated and attached in the Annex*
- Joint Schedule 13 (Continuous Improvement)
- Joint Schedule 14 (Benchmarking)


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- Call-Off Schedules for **RM6170**

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- Call-Off Schedule 1 (Transparency Reports)
- Call-Off Schedule 2 (Staff Transfer) - *Updated and attached in the Annex*
- Call-Off Schedule 5 (Pricing Details) – *Updated and attached in the Annex*
- Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
- Call-Off Schedule 10 (Exit Management)
- Call-Off Schedule 14 (Service Levels) - *Updated and attached in the Annex*
-  Call-Off Schedule 20 (Call-Off Specification) - *Updated and attached in the Annex*

4. CCS Core Terms (version 3.0.8)
  5. Joint Schedule 5 (Corporate Social Responsibility) **RM6170**
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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.

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### **CALL-OFF SPECIAL TERMS**

The following Special Terms are incorporated into this Call-Off Contract:

N.A

CALL-OFF START DATE: **12<sup>th</sup> June 2023**

CALL-OFF EXPIRY DATE: **31<sup>st</sup> March 2024**

CALL-OFF INITIAL PERIOD: 10 Months (option to extend for a further 3 x periods of up to 12 months (subject to internal approval). Maximum possible term 46 months (10 + 12 + 12 + 12).

### **CALL-OFF DELIVERABLES**

Please refer to Call-Off Schedule 20 (Call-Off Specification) – Includes Specification and APS technical responses to further competition evaluation questions.

### **MAXIMUM LIABILITY**

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Charges used to calculate liability for the initial 10 months of the contract are £587,091 plus Vat.

### **CALL-OFF CHARGES**

See details in Call-Off Schedule 5 (Pricing Details) - "All prices quoted within the yellow submission cells will apply for any work carried out under the contract during the initial term.

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 in Framework Schedule 3 (Framework Prices)

### **REIMBURSABLE EXPENSES**

None

### **PAYMENT METHOD**

Purchase Order/ Invoice

### **BUYER'S INVOICE ADDRESS:**

[REDACTED]  
[REDACTED]

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**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
[REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**

<https://www.england.nhs.uk/greenernhs/>

**BUYER'S SECURITY POLICY**

<https://www.england.nhs.uk/publication/information-security-policy/>

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**PROGRESS REPORT FREQUENCY**

10 working days after the end of each calendar month

**PROGRESS MEETING FREQUENCY**

Monthly on or after the 10th working day

**KEY STAFF**

n/a

**KEY SUBCONTRACTOR(S)**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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**COMMERCIALLY SENSITIVE INFORMATION**

Please refer to Joint Schedule 4 (Commercially Sensitive Information)

**SERVICE CREDITS**

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

The Service Credit Cap is: [REDACTED] per month

The Service Period is: monthly

**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)

See also APS response to tender Q6 in Call-Off Schedule 20 (Call-Off Specification)

## **Signatures**

**For and on behalf of the Supplier**

**For and on behalf of the buyer**

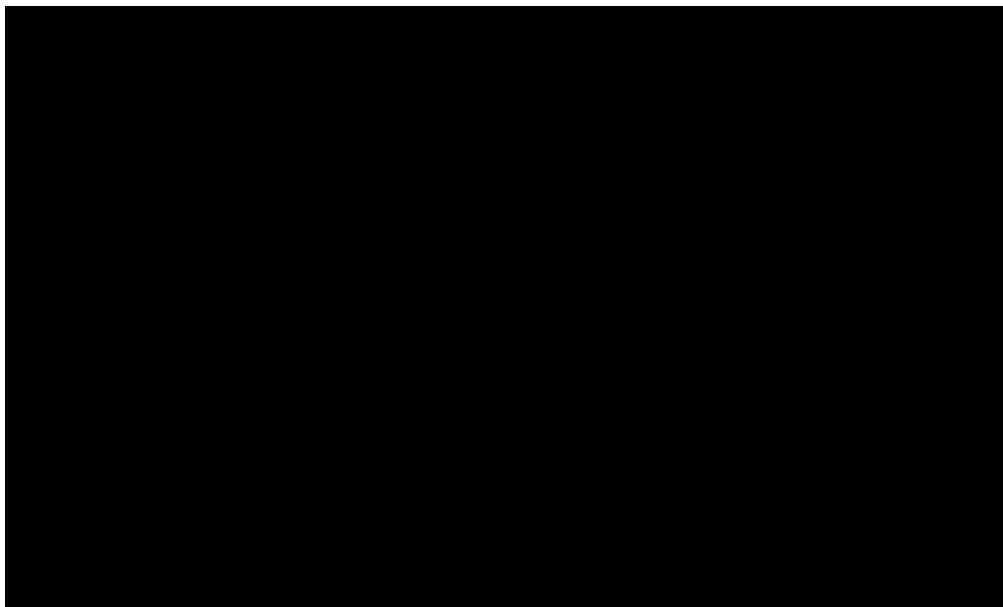
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**ANNEX**



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