

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

Crown Copyright 2023

## Order Form

CALL-OFF REFERENCE: CSP25062

THE BUYER: The Department for Energy Security and Net Zero and The Department for Science, Innovation and Technology

BUYER ADDRESS 3-8 Whitehall Place, London, SW1A 2EG  
100 Parliament Street, London SW1A 2BQ

THE SUPPLIER: Banner Group Limited

SUPPLIER ADDRESS: 1st Floor, 1 Europa Drive, Sheffield, S9 1XT

REGISTRATION NUMBER: 05510758

DUNS NUMBER: 347066339

SID4GOV ID: N/A

### 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 **RM6299** for the provision of Office Supplies

### CALL-OFF LOT(S):

Lot 1 – Office Stationery and Electronic Office Supplies (EOS) Multi Supplier Lot

### 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) **RM6299** framework Framework Special Terms

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

Crown Copyright 2023

3. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6299** framework
  - o Joint Schedule 2 (Variation Form)
  - o Joint Schedule 3 (Insurance Requirements)
  - o Joint Schedule 11 (Processing Data)

Call-Off Schedules for **RM6299** Call-Off reference number

- o Call-Off Schedule 1 (Transparency Reports)
- o Call-Off Schedule 2 (Staff Transfer)
- o Call-Off schedule 20 (Call-Off Specification)

4. CCS Core Terms (version 3.0.11)

5. Joint Schedule 5 (Corporate Social Responsibility) **RM6299**

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**

None

CALL-OFF START DATE: 9<sup>th</sup> June 2025

CALL-OFF EXPIRY DATE: 9<sup>th</sup> October 2025

CALL-OFF INITIAL PERIOD: 4 Months

CALL- OFF EXTENSION OPTION: Option to extend for an additional month.  
The final end date of this contract shall not exceed 3/11/2025

**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 month is £27,000.00.

**CALL-OFF CHARGES**

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

Crown Copyright 2023

The total contract value for the initial 4 month period shall not exceed £108,000.00 excluding VAT.

The total contract value for the optional extensions shall not exceed £27,000.00 excluding VAT per annum.

The total contract value, including optional extensions, shall not exceed £135,000.00 excluding VAT.

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

The Supplier shall submit an invoice within 28 days of supplying the Supplies and or performing Services to the satisfaction of the Contracting Authority. The invoice shall show the amount of VAT payable and bear the Purchase Order number. Save where an invoice is disputed, the Contracting Authority shall pay the Contractor within 30 days of receipt of an invoice via BACS payment.

If you have a query regarding an outstanding payment, please contact our accounts payable section either by email to [REDACTED] or by telephone [REDACTED] between 09:00 and 17:00 Monday to Friday

**BUYER'S INVOICE ADDRESS:**

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

**BUYER'S AUTHORISED REPRESENTATIVE**

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

**BUYER'S ENVIRONMENTAL POLICY**

N/A

**BUYER'S SECURITY POLICY**

N/A

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
[REDACTED]

**Framework Schedule 6 (Order Form and Call-Off Schedules)**  
Crown Copyright 2023

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

[REDACTED]

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter

**KEY STAFF**

Not applicable

**KEY SUBCONTRACTOR(S)**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable








**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

**Framework Schedule 6 (Order Form and Call-Off Schedules)**  
Crown Copyright 2023

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	