

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

Order Form

CALL-OFF REFERENCE: Atamis contract reference C355162

THE BUYER: Department of Health & Social Care

BUYER ADDRESS 39 Victoria Street  
London  
SW1H 0EU

THE SUPPLIER: H H Associates Limited

SUPPLIER ADDRESS: Grove House  
  
Guildford Road,  
Fetcham, Leatherhead  
KT22 9DF

REGISTRATION NUMBER: 02671533

DUNS NUMBER: 

SID4GOV ID: N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 1<sup>st</sup> May 2025.

It’s issued under the Framework Contract with the reference number RM6297 for the provision of command and house papers and print copies of the Abortion Notification Service (ANS) HSA4 form and Print & Digital Communication Services.

CALL-OFF LOT(S):

Lot 1 – Print & Digital Communication Services, including the Command & House Paper Service

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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) RM6297
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6297**

- Joint Schedule 1 (Definitions)
- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 5 (Corporate Social Responsibility)
- 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)

- Call-Off Schedules for **RM6297**

- Call-Off Schedule 1 (Transparency Reports)
- Call-Off Schedule 2 (Staff Transfer)
- 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 10 (Exit Management)
- Call-Off Schedule 14 (Service Levels)
- Call-Off Schedule 20 (Call-Off Specification)

5. CCS Core Terms (version 3.0.11)

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- 6. Joint Schedule 5 (Corporate Social Responsibility) **RM6297**
- 7. 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:

**None**

CALL-OFF START DATE:	<b>1<sup>st</sup> May 2025</b>
CALL-OFF EXPIRY DATE:	<b>30<sup>th</sup> April 2027</b>
CALL-OFF INITIAL PERIOD:	<b>24 months</b> (with the option to extend by 2 x 12 month periods, available via the variation form)
CALL-OFF DELIVERABLES	Refer to Call-off Schedule 20

**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 £250,000 Estimated Charges in the first 12 months of the Contract.

**CALL-OFF CHARGES**

As per framework prices unless otherwise agreed in writing. The framework pricing will be updated annually in January.

**REIMBURSABLE EXPENSES**

None.

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**PAYMENT METHOD**

The supplier shall issue electronic invoices monthly in arrears to the buyer. The supplier shall receive payment by Electronic Bank Transfer (BACS).

All invoices must be sent to the mailbox, below, with a valid purchase order number. The buyer will return non-compliant invoices to the supplier, which may lead to a delay in payment.

[REDACTED]

**BUYER'S INVOICE ADDRESS:**

[REDACTED]

Department of Health & Social Care  
39 Victoria Street  
London  
SW1H 0EU

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

Department of Health & Social Care  
39 Victoria Street  
London  
SW1H 0EU

**BUYER'S ENVIRONMENTAL POLICY**

<https://www.gov.uk/government/publications/sustainability-in-ukhsa/environmental-policy>

**BUYER'S SECURITY POLICY**

<https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework>

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

HH Associates Ltd, Grove House, Guildford Road, Leatherhead, KT22 9DF

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SUPPLIER’S CONTRACT MANAGER

[Redacted]

HH Associates Ltd, Grove House, Guildford Road, Leatherhead, KT22 9DF

PROGRESS REPORT FREQUENCY

Supplier to provide buyer with updates on live jobs as these progress.

PROGRESS MEETING FREQUENCY

Regular meetings to be agreed between supplier and buyer aligned with live jobs that are underway, at the time.

KEY STAFF

[Redacted]

[Redacted]

[Redacted]

KEY SUBCONTRACTOR(S)

[Redacted]

Registration number [Redacted]

COMMERCIALLY SENSITIVE INFORMATION

**HH Associates Ltd require that all information stated in Joint Schedule 4 (Commercially Sensitive Information) is kept confidential and withheld from an FOI request**

SERVICE CREDITS

Not applicable


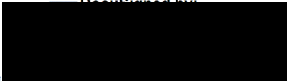

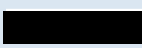


ADDITIONAL INSURANCES

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Not applicable

**GUARANTEE**

There’s a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	May 20, 2025   12:14:48 PM BST	Date:	May 28, 2025   12:47:11 PM BST