

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

Order Form

THE BUYER: **Department for Education**

BUYER ADDRESS 20 Great Smith St, London SW1P 3BT

THE SUPPLIER: **HH Associates Limited**

SUPPLIER ADDRESS: Heron Tower 12th Floor 110 Bishopsgate London EC2N 4AY

REGISTRATION NUMBER: [REDACTED]

DUNS NUMBER: [REDACTED]

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 16th December 2025.

It's issued under the Framework Contract with the reference number RM6297 for the provision of the printing and distribution of Institute for Apprenticeships and Technical Education certificates for apprenticeship standards and T Levels, plus accompanying covering letters and the reprinting of apprenticeship framework and T Level certificates.

CALL-OFF LOT(S):
Lot 1

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 The following Schedules in equal order of precedence:

- Framework Schedules
 - Framework Schedule 4 (Framework Management)
 - Framework Schedule 5 (Management Charges and Information)
 - Framework Schedule 8 (Self Audit Certificate)
 - Framework Schedule 9 (Cyber Essential Scheme)
 - Framework Schedule 3 (Framework Prices)
- Joint Schedules for **RM6297**
 - 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 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 6 (ICT Services)
 - 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 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. Short Form Security Schedule

5. KPIs for apprenticeships and T Levels

6. CCS Core Terms (version 3.0.11)

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

8. [Call-Off Schedule 4 (Supplier Submission) as long as any parts of the Submission 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: 1st January 2026

CALL-OFF EXPIRY DATE: 1st January 2029

CALL-OFF INITIAL PERIOD: **3 years,**

Notwithstanding a break clause on 1st January 2027.

The enactment of the break clause on 1st January 2027, is to be decided by the Dept, and is subject to future funding availability. The Department shall endeavour to provide 60 days' notice should we intend to enact the break clause.

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)

Annual Price Review and Postage Costs

1. Annual Price Review

The rates set out in this agreement may be reviewed annually in reference to the prevailing Crown Commercial Service (CCS) rate cards. Any proposed adjustments must be communicated in writing and agreed upon by both the Buyer and the Supplier prior to implementation. All changes to the Charges must follow procedures equivalent to those outlined in Framework Schedule 3 (Paragraphs 4, 5, and 6), and must not exceed the maximum Framework Prices. Charges under this agreement remain independent of any changes to the Framework Prices and may only be amended through mutual written agreement, in accordance with permitted mechanisms such as Indexation, Specific Change in Law, or Benchmarking under Call-Off Schedule 16.

2. Postage Costs

Postage rates are reviewed by Royal Mail on an ad hoc basis and will be adjusted in line with any published changes to Royal Mail pricing as the pricing change occurs. However, any increase in postage costs shall not exceed the percentage increase applied by Royal Mail. Revised rates can only be changed by agreement between the Buyer and the supplier.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Invoice/ Purchase Order/BACS Payment

All invoices must

be sent, quoting a valid purchase order number (PO Number), to the following financial inbox as well as to the relevant Buyer contact/s (i.e. Contract Manager and Project Manager):

[REDACTED]

Within 30 days of this order Contract, the Buyer will send the Supplier a unique PO Number. The Supplier must be in receipt of a valid PO Number before submitting an invoice. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name) of the Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to the Supplier, which may lead to a delay in payment.

BUYER'S INVOICE ADDRESS:

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

BUYER'S AUTHORISED REPRESENTATIVE

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

Buyer's Contract Manager

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

available online at: [Environmental principles policy statement - GOV.UK](#)

BUYER'S SECURITY POLICY

Appended as Short Form Security Schedule

SUPPLIER'S AUTHORISED REPRESENTATIVE

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

SUPPLIER'S CONTRACT MANAGER

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

PROGRESS REPORT FREQUENCY

Progress Reports are contract performance updates between Buyer and Supplier.

- Content to include for discussion: KPIs, milestones, risks, and upcoming activities.
- Frequency: Monthly

PROGRESS MEETING FREQUENCY

Progress meetings shall be held the fourth Tuesday of every 1 month(s) from 14:00 to 14:30, unless otherwise agreed in writing. These meetings will be attended by representatives from both the Buyer and the Supplier and will cover:

- Review of performance against KPIs and milestones
- Discussion of any issues, risks, or delays
- Updates on financials and resource utilisation
- Planning for the next quarter
- Any contractual or operational changes

KEY STAFF

[REDACTED]

KEY SUBCONTRACTOR(S)

[REDACTED]

COMMERCIALLY SENSITIVE INFORMATION

As outlined in Joint Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS

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

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:	<div></div>	Signature:	<div></div>
Name:	<div></div>	Name:	<div></div>
Role:	<div></div>	Role:	<div></div>
Date:	<div></div>	Date:	<div></div>