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

**Order Form**

CALL-OFF REFERENCE: CCPS21A02

THE BUYER: HM Treasury

BUYER ADDRESS **REDACTED TEXT under FOIA Section 40, Personal Information**.

 **REDACTED TEXT under FOIA Section 40, Personal Information**.

 **REDACTED TEXT under FOIA Section 40, Personal Information**.

THE SUPPLIER: HH Associates Ltd

SUPPLIER ADDRESS: **REDACTED TEXT under FOIA Section 40, Personal Information**.

 **REDACTED TEXT under FOIA Section 40, Personal Information**.

 **REDACTED TEXT under FOIA Section 40, Personal Information**.

 **REDACTED TEXT under FOIA Section 40, Personal Information**.

 **REDACTED TEXT under FOIA Section 40, Personal Information**.

REGISTRATION NUMBER: **REDACTED TEXT under FOIA Section 43 Commercial Interests**

DUNS NUMBER: **REDACTED TEXT under FOIA Section 43 Commercial Interests**

SID4GOV ID:N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 16/08/2022.

It’s issued under the Framework Contract with the reference number RM6170 for the provision of Print Management Services.

CALL-OFF LOT(S):

Direct Award under Commercial RM6170 Print Management Services, Lot 1, Print Management

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:
* Joint Schedules for **RM6170**
	+ Joint Schedule 2 (Variation Form)
	+ Joint Schedule 3 (Insurance Requirements)
	+ Joint Schedule 4 (Commercially Sensitive Information)
	+ Joint Schedule 10 (Rectification Plan)
	+ Joint Schedule 11 (Processing Data)
	+ Joint Schedule 13 (Continuous Improvement)
	+ Joint Schedule 14 (Benchmarking)
* Call-Off Schedules for **RM6170**
	+ Call-Off Schedule 1 (Transparency Reports)
	+ Call-Off Schedule 2 (Staff Transfer)
	+ Call-Off Schedule 5 (Pricing Details)
	+ Call-Off Schedule 20 (Call-Off Specification)
1. CCS Core Terms (version 3.0.8)

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: 19/08/2022

CALL-OFF EXPIRY DATE: 18/08/2025

CALL-OFF INITIAL PERIOD: Two (2) Years

CALL-OFF DELIVERABLES

Option B: 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 TEXT under FOIA Section 43 Commercial Interests**

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)

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

* [Indexation]
* [Specific Change in Law]
* [Benchmarking using Call-Off Schedule 16 (Benchmarking)]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

**REDACTED TEXT under FOIA Section 43 Commercial Interests**

BUYER’S INVOICE ADDRESS:

**REDACTED TEXT under FOIA Section 43 Commercial Interests**

BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

BUYER’S ENVIRONMENTAL POLICY

Not applicable

BUYER’S SECURITY POLICY

Not applicable

SUPPLIER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

SUPPLIER’S CONTRACT MANAGER

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month, or otherwise as agreed to meet order requirements.

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter, or as otherwise agreed to meet order requirements.

KEY STAFF

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

KEY SUBCONTRACTOR(S)

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

**REDACTED TEXT under FOIA Section 40, Personal Information**.

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**REDACTED TEXT under FOIA Section 40, Personal Information**.

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

A Critical Service Level Failure is:

In relation to the core Fiscal Event requirement a Critical Service Level Failure shall include failure to deliver the agreed quantities of Fiscal Event Documents (the Main Fiscal Event Document and OBR EFO) to the Authority and the Parliamentary Estate before the Fiscal Event Statement is due to commence, regardless of the time at which the documents were signed off by the Authority.

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

|  |  |  |
| --- | --- | --- |
|  | **Signed For on Behalf of Supplier** | **Signed For on Behalf of Customer** |
| **Signature:** | **REDACTED TEXT under FOIA Section 40, Personal Information**. | **REDACTED TEXT under FOIA Section 40, Personal Information**. |
| **Name:** | **REDACTED TEXT under FOIA Section 40, Personal Information**. | **REDACTED TEXT under FOIA Section 40, Personal Information**. |
| **Roll:** | **REDACTED TEXT under FOIA Section 40, Personal Information**. | **REDACTED TEXT under FOIA Section 40, Personal Information**. |
| **Date:** | August 25, 2022 | 2:50:57 PM BST | 31 August 2022 |