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

**Order Form**

CALL-OFF REFERENCE: C23780/CCFU23A01

THE BUYER: Home Office

BUYER ADDRESS 2 Marsham Street, London, SW14 1DP

THE SUPPLIER: AllStar Business Solutions Limited

SUPPLIER ADDRESS:PO Box 1463, Canberra House, Lydiard Fields,

Great Western Way, Swindon, Wiltshire, SN5 6PS

REGISTRATION NUMBER:2631112

DUNS NUMBER: 769701400

SID4GOV ID:N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 23rd March 2024.

It’s issued under the Framework Contract with the reference number RM6186 for the provision of Fuel Cards and Associated Services.

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) RM6186
3. The following Schedules in equal order of precedence:

* Joint Schedules for RM6186
  + 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)
* Call-Off Schedules for RM6186
  + 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 Long Form)
  + Call-Off Schedule 10 (Exit Management)
  + Call-Off Schedule 14 (Service Levels)
  + Call-Off Schedule 15 (Call-Off Contract Management)
  + Call-Off Schedule 18 (Background Checks)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6186
3. 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:

* Annex A Home Office Sustainable Operations Policy statement
* Annex B Security Policy Framework
* Annex C Data Protection Policy

CALL-OFF START DATE: 23rd March 2024

CALL-OFF EXPIRY DATE: 22nd March 2026

CALL-OFF INITIAL PERIOD: Two (2) year period with option to extend by one year (2+1)

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

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CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Please refer to Call-Off Schedule 20 Specification

BUYER’S INVOICE ADDRESS:

Redacted Under FOIA, Section 40, Personal Information

BUYER’S AUTHORISED REPRESENTATIVE

Redacted Under FOIA, Section 40, Personal Information

BUYER’S ENVIRONMENTAL POLICY

Please refer to Annex A - Home Office Sustainability Policy.

BUYER’S SECURITY POLICY

Please refer to Annex B - Security Policy Framework.

SUPPLIER’S AUTHORISED REPRESENTATIVE

Redacted Under FOIA, Section 40, Personal Information

SUPPLIER’S CONTRACT MANAGER

Redacted Under FOIA, Section 40, Personal Information

PROGRESS REPORT FREQUENCY

MI reports to the Authority by email within 5 working days after month end.

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

Redacted Under FOIA, Section 40, Personal Information

KEY SUBCONTRACTOR(S)

Redacted Text Under FOIA, Section 43, Commercial Interests

COMMERCIALLY SENSITIVE INFORMATION

Redacted Text Under FOIA, Section 43, Commercial Interests

As set out in Joint-Schedule 4 Commercially Sensitive Information.

SERVICE CREDITS

Service Levels/Service Credits as defined in: In Annex A to Part A: Services Levels and Service in Call Off Schedule 14.

Non-critical service level failures will not incur a service credit.

Service Credits will only apply to service failure where the service has been defined as Critical Service Level.

The Service Period is one Month

The Service Credit Cap is:

(a) In the period from the Call-Off Start Date to the end of the first Call-Off Contract Year 10% of the Estimated Year 1 Call-Off Contract Charges;

and (b) During the remainder of the Call-Off Contract Period, 10% of the Call-Off Contract Charges payable to the Supplier under this Call-Off Contract in the period of 12 months immediately preceding the Month in respect of which Service Credits are accrued.

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: | Redacted Text Under FOIA, Section 40, Personal Information | Signature: | Redacted Text Under FOIA, Section 40, Personal Information |
| Name: | Redacted Text Under FOIA, Section 40, Personal Information | Name: | Redacted Text Under FOIA, Section 40, Personal Information |
| Role: | Redacted Text Under FOIA, Section 40, Personal Information | Role: | Redacted Text Under FOIA, Section 40, Personal Information |
| Date: | Redacted Text Under FOIA, Section 40, Personal Information | Date: | Redacted Text Under FOIA, Section 40, Personal Information |