

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

Order Form

CALL-OFF REFERENCE: DWP Reference 25259

THE BUYER: Department for Work and Pensions

BUYER ADDRESS [REDACTED]

THE SUPPLIER: Allstar Business Solutions Limited

SUPPLIER ADDRESS: [REDACTED]

REGISTRATION NUMBER: [REDACTED]

DUNS NUMBER: [REDACTED]

SID4GOV ID: N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 23 March 2023.

This Order form is issued under the Framework Contract with the reference number **RM6186** for the provision of Fuel Card and Associated Products Service.

CALL-OFF LOT(S):
Not applicable

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 Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6186**.
3. Framework Core Terms.
4. The following Schedules in equal order of precedence:
 1. Joint Schedules for **RM6186**
 - 1.1 Joint Schedule 2 (Variation Form)
 - 1.2 Joint Schedule 3 (Insurance Requirements)
 - 1.3 Joint Schedule 4 (Commercially Sensitive Information)
 - 1.4 Joint Schedule 6 (Key Subcontractors)
 - 1.5 Joint Schedule 7 (Financial Difficulties)
 - 1.6 Joint Schedule 8 (Guarantee)
 - 1.7 Joint Schedule 10 (Rectification Plan)
 - 1.8 Joint Schedule 11 (Processing Data)
 - 1.9 Joint Schedule 12 (Supply Chain Visibility)
 2. Call-Off Schedules for **RM6186**
 - 2.1 Call-Off Schedule 1 (Transparency Reports)
 - 2.2 Call-Off Schedule 2 (Staff Transfer)
 - 2.3 Call-Off Schedule 3 (Continuous Improvement)
 - 2.4 Call-Off Schedule 5 (Pricing Details)
 - 2.5 Call-Off Schedule 6 (ICT Services)
 - 2.6 Call-Off Schedule 7 (Key Supplier Staff)
 - 2.7 Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - 2.8 Call-Off Schedule 9 (Security)-NEW
 - 2.9 Call-Off Schedule 10 (Exit Management)
 - 2.10 Call-Off Schedule 11 (Installation Works)
 - 2.11 Call-Off Schedule 12 (Clustering)
 - 2.12 Call-Off Schedule 13 (Implementation Plan and Testing) NOT USED
 - 2.13 Call-Off Schedule 14 (Service Levels)
 - 2.14 Call-Off Schedule 15 (Call-Off Contract Management)
 - 2.15 Call-Off Schedule 16 (Benchmarking)
 - 2.16 Call-Off Schedule 17 (MOD Terms) - NOT USED
 - 2.17 Call-Off Schedule 18 (Background Checks)
 - 2.18 Call-Off Schedule 19 (Scottish Law)- NOT USED
 - 2.19 Call-Off Schedule 20 (Call-Off Specification)
 - 2.20 Call-off Schedule 21 (Northern Ireland Law)- NOT USED
 - 2.21 Call-off Schedule 22 (Lease Terms) -NOT USED
 - 2.22 Call-Off Schedule 23 (HMRC Terms)- NOT USED
 - 2.23 Call off Schedule 24 (DWP Special Terms)-NEW

5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6186**
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:

Special Term 1: Crown Commercial Services Framework Schedule 9 (Security) shall be deleted in its entirety and replaced with the DWP Schedule 9 (Security).

Special Term 2: A new Call Off Schedule 24 has been included which contains DWP Special Terms.

Special Term 3: A new Statement of Requirement has been included in Call off Schedule 20 which contains DWP specific requirements to this Call off Contract.

CALL-OFF START DATE: 23 March 2023 For the avoidance of doubt any reference to Effective Date shall have the same meaning as Call-Off Start Date)

CALL-OFF EXPIRY DATE: 22 March 2027

CALL-OFF INITIAL PERIOD: Four (4) 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.

CALL-OFF CHARGES

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

Request for supplier price increases in the Call off Charges is not permitted by the Buyer unless agreed.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment method includes a Payment Card or BACS Payment.

See details in Call-Off Schedule 20 (Call-Off Specification)

Supplier to use Feeder file formats to submit invoices to the Buyer.

Supplier to submit Invoices Monthly in arrears with the expectation that the Buyer will pay the Supplier within thirty (30) days of a receipt of a valid invoice.

This current procedure may be subject to change should a new finance system be implemented. The Supplier will be notified in advance of any changes. The Supplier is assured that any changes will be aimed at improving the DWP's "prompt payment" policy.

The Supplier shall not charge the Buyer for a change in payment method during the term of the Call-off Contract.

BUYER'S INVOICE ADDRESS:

pdf invoices send to:

[REDACTED]

Address: SSCL

[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Commercial Lead

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

DWP Sustainable Development Requirements and the Environmental Requirements set out in Call-Off Schedule 24 (DWP Specific Terms) and Core Terms.

BUYER'S SECURITY POLICY

Appended at Call-Off Schedule 9 (Security). This policy may require amendments from time to time.

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

SUPPLIER'S CONTRACT/PROJECT MANAGER

[REDACTED]

[REDACTED]

SUPPLIER'S DEPUTY CONTRACT/PROJECT MANAGER

Framework Ref: RM6186

Project Version: v1.0

Model Version: v3.8



PROGRESS REPORT FREQUENCY

In Accordance with Call Off Schedule 1 (Transparency Reporting), Call Off Schedule 14 (Service Levels), Call Off Schedule 15 Contract Management and Call Off Schedule 20 (Specification).

PROGRESS MEETING FREQUENCY

In Accordance with Call Off Schedule 1 (Transparency Reporting), Call Off Schedule 14 (Service Levels), Call Off Schedule 15 Contract Management and Call Off Schedule 20 (Specification).

KEY STAFF

As above

KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

In Accordance with Joint Schedule 4 (Commercially Sensitive Information) and subject to Core Terms Clause 15 and 16.

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels) and Call-Off Schedule 20 (Specification).

The Service Period is: any calendar month and is in accordance with Joint Schedule 1 (Definitions) and Call Off Schedule 14 (Service Levels).

A Critical Service Level Failure is: In relation to **Fuel Cards** a Critical Service Level Failure shall include a delay in producing cards ordered by the Customer in excess of twenty-four (24) hours more than once in any three (3) month period or more than three (3) times in any rolling twelve (12) month period.

ADDITIONAL INSURANCES

Appropriate insurances to cover potential liabilities in respect of data protection and security as specified further in Joint Schedule 3 (Insurance Requirements).

GUARANTEE

Not applicable, unless required at a later date at the discretion of the Buyer.

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

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

Fuel Cards and Associated Services- Project 25259

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Schedule 20(Specification), Call off Schedule 1 (Transparency Reports), Call Off Schedule 14 (Service Levels) and Call-Off Schedule 24 (DWP Specific Terms).

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	████████	Signature:	████████
Name:	████████	Name:	████████
Role:	████████	Role:	████████
Date:	████████	Date:	████████