

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

## Order Form

CALL-OFF REFERENCE: [REDACTED]

THE BUYER: THE COMMISSIONERS FOR HIS MAJESTY'S  
REVENUE AND CUSTOMS

BUYER ADDRESS 100 Parliament Street, Westminster, London,  
SW1A 2BQ

THE SUPPLIER: Posturite Limited

SUPPLIER ADDRESS: The Mill, Berwick, East Sussex. BN26 6SZ

REGISTRATION NUMBER: 02574809

DUNS NUMBER: 769519539

SID4GOV ID:

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 11<sup>th</sup> October 2023.

It's issued under the Framework Contract with the reference number [REDACTED] for the provision of Specialist Chairs.

CALL-OFF LOT(S):  
Lot 1: Office Furniture

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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) **RM6119**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for [REDACTED]
    - 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 8 (Guarantee)
    - 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 [REDACTED]
    - Call-Off Schedule 1 (Transparency Reports)
    - 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 11 (Installation Works)
    - 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. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6119
6. Call-Off Schedule 4 (Call-Off Tender)

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

Framework Ref: RM6119  
Project Version: v1.0  
Model Version: v3.5

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The following Special Terms are incorporated into this Call-Off Contract:

Special Term 1: Authority's Mandatory Terms

CALL-OFF START DATE: 11<sup>th</sup> October 2023

CALL-OFF EXPIRY DATE: 10<sup>th</sup> October 2026

CALL-OFF INITIAL PERIOD:

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

██████████

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

HMRC use an e-Trading Portal myBUY (provided by SAP Ariba) to manage all ongoing financial transactions with its suppliers.

HMRC has a "Purchase Order Mandatory Policy", Suppliers are required to register on the SAP Ariba Network in order to transact with HMRC via the e-Trading system and to ensure that they will continue to be able to receive purchase orders from and issue invoices to HMRC.

BUYER'S INVOICE ADDRESS:

In accordance with HMRC's myBUY process

Accounts Payable  
B Spur, South Block  
Barrington Road  
Worthing  
West Sussex  
BN12 4XH

BUYER'S AUTHORISED REPRESENTATIVE

██████████

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Role: Furniture Fittings and Equipment (FFE) Lead

E-mail: [REDACTED]

### BUYER'S ENVIRONMENTAL POLICY

**Available online at:** <https://www.gov.uk/government/organisations/hm-revenue-customs/about/procurement#supplying-to-hmrc>

### BUYER'S SECURITY POLICY

Available on request

### SUPPLIER'S AUTHORISED REPRESENTATIVE

Name: [REDACTED]

Role: Contracts Manager

E-mail: [REDACTED]

Address: Posturite Ltd, The Mill, Berwick, East Sussex, BN26 6SZ

### SUPPLIER'S CONTRACT MANAGER

[REDACTED] / Posturite Ltd

### PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

### PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

### KEY STAFF

TBC – if applicable

### KEY SUBCONTRACTOR(S)

None

### COMMERCIALLY SENSITIVE INFORMATION

See Joint Schedule 4

### SERVICE CREDITS

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

The Service Credit Cap is: [REDACTED]

The Service Period is: One Month

The Service Level Performance Criterion are: set out in the table at Annex A to Part A of Schedule 14.

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The Critical Service Level Performance Criterion are:

1. Delivery and any required Installation Works of all Deliverables within 28 calendar days from receipt of purchase order (no. 1 in the table at Annex A to Part A of Schedule 14);
2. Confirm date of Delivery date within 5 Working Days of the purchase order being received (no. 2 in the table at Annex A to Part A of Schedule 14); and
3. Number of warranty claims not to exceed more than 5% of total orders in a three (3) month period (no. 8 in the table at Annex A to Part A of Schedule 14).

The Non-Critical Service Level Performance Criterion are: any of the Service Level Performance Criterion listed in the table at Annex A to Part A of Schedule 14 that are not Critical Service Level Performance Criterion.

A Critical Service Level Failure is any one of the following:

1. a breach of the Service Level Performance Measure in respect of any one of the Critical Service Level Performance Criterion that occurs in three consecutive Service Periods;
2. a period of three consecutive Service Periods where there is a breach of a Service Level Performance Measure in respect of one or more of the Critical Service Level Performance Criterion in each Service Period;
3. where there are four (4) or more breaches of the Service Level Performance Measures in respect of the Non-Critical Service Level Performance Criterion in any Service Period over a six month period of time;
4. a failure to comply with any of the terms of the Implementation Plan; or
5. a failure to follow the steps proposed by the Supplier to rectify a breach under a Rectification Plan.

### 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)

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<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:	██████████	Name:	██████████
Role:		Role:	
Date:		Date:	