

Framework Schedule 6 (Order Form and Call-Off Schedules) for provision of distribution for wildflower seed packets.

Order Form

CALL-OFF REFERENCE:	project_8271
THE BUYER:	Department for Education
BUYER ADDRESS	20 Great Smith St, London SW1P 3BT
THE SUPPLIER:	Granby Marketing Services Limited
SUPPLIER ADDRESS:	120 Stanley Street, Blackburn, Lancashire, BB1 3BW
REGISTRATION NUMBER:	3877685
DUNS NUMBER:	238866250
SID4GOV ID:	N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **9th May 2023**.

It's issued under the Framework Contract with the reference number **RM6282** for the provision of Storage, Distribution, Kitting and Associated Services.

CALL-OFF LOT(S):

Lot Number	Lot Description	Call-Off Schedule	Relevant (Yes / No)
1a	International Warehousing Services	24	
1b	Air Freight and Air Charter Services	25	
1c	Rail Freight Services	26	
1d	Road Freight Services	27	
1e	Sea Freight Services	28	
2	Quality Control		
3a	Storage Services	29	
3b	Kitting and Fulfilment Services	30	<i>Yes</i>
3c	Transport and Distribution Services	31	
4a	Residential Collections and Drop Off Points	32	
4b	Specialist Collection and Delivery Services	32	
5	Disposal and Recycling Services		
6	Print Services	33	
7a	Cardboard Packaging		
7b	Corrugated Packaging		
7c	Plastic and Security Packaging		
7d	Medical Packaging		

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) RM6282
3. ~~Framework Special Terms~~ – **Not Used**
4. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6282**

- Joint Schedule 2 (Variation Form)
- ~~Joint Schedule 3 (Insurance Requirements)~~ – **Not used.**
- ~~Joint Schedule 4 (Commercially Sensitive Information)~~ – **Not used.**
- Joint Schedule 6 (Key Subcontractors)
- ~~Joint Schedule 7 (Financial Difficulties)~~ – **Not used.**
- ~~Joint Schedule 8 (Guarantee)~~ – **Not used.**
- ~~Joint Schedule 9 (Minimum Standards of Reliability)~~ – **Not used.**
- ~~Joint Schedule 10 (Rectification Plan)~~ – **Not used.**
- ~~Joint Schedule 11 (Processing Data)~~ – **Not used.**
- ~~Joint Schedule 12 (Supply Chain Visibility)~~ – **Not used.**
- ~~Joint Schedule 13 (Continuous Improvement)~~ – **Not used.**
- ~~Joint Schedule 14 (Benchmarking)~~ – **Not used.**

- Call-Off Schedules for **project_8271**

- ~~Call-Off Schedule 1 (Transparency Reports)~~ – **Not used.**
- ~~Call-Off Schedule 2 (Staff Transfer)~~ – **Not used.**
- Call-Off Schedule 5 (Pricing Details)
- ~~Call-Off Schedule 6 (ICT Services)~~ – **Not used.**
- ~~Call-Off Schedule 7 (Key Supplier Staff)~~ – **Not used.**
- ~~Call-Off Schedule 8 (Business Continuity and Disaster Recovery)~~ – **Not used.**
- ~~Call-Off Schedule 9 (Security)~~ – **Not used.**
- ~~Call-Off Schedule 10 (Exit Management)~~ – **Not used.**
- ~~Call-Off Schedule 11 (Installation Works)~~ – **Not used.**
- ~~Call-Off Schedule 12 (Clustering)~~ – **Not used.**
- ~~Call-Off Schedule 13 (Implementation Plan and Testing)~~ – **Not used.**
- ~~Call-Off Schedule 14 (Service Levels)~~ – **Not used.**
- ~~Call-Off Schedule 15 (Call Off Contract Management)~~ – **Not used.**
- ~~Call-Off Schedule 17 (MOD Terms)~~ – **Not used.**
- ~~Call-Off Schedule 18 (Background Checks)~~ – **Not used.**
- ~~Call-Off Schedule 19 (Scottish Law)~~ – **Not used.**

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- ~~Call-Off Schedule 20 (Call-Off Specification) - **Not used.**~~
- ~~Call-off Schedule 21 (Northern Ireland Law) - **Not used.**~~
- ~~Call-off Schedule 23 (HMRC) - **Not used.**~~
- Call-Off Schedule 30 (Kitting and Fulfilment)

5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6282**
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 - **Not used.**~~

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: Tuesday 9th May 2023

CALL-OFF EXPIRY DATE: Satisfactory delivery/fulfilment complete (17/05/2023)

CALL-OFF INITIAL PERIOD: Estimated 1 Month

CALL-OFF DELIVERABLES

Option A: Delivery and distribution of 200,000 packets of wildflower seeds in the timings outlined in Call Off Schedule 5. Address details and distribution details (seed packets per school) have been provided in the spreadsheet embedded below.



Seed packets per
school list v2.0

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

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

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

To be paid from Point of delivery and satisfactory delivery confirmed. Payment by BACS.

Purchaser is obliged to pay invoices within 30 days of receipt from the day of physical or electronic arrival at the nominated address of the Purchaser. Invoices shall not be rendered by the Supplier until completion of delivery of all the Goods which are the subject of the Purchase Order or of the consignment (as appropriate).

A valid invoice is one that is: - delivered in timing in accordance with the contract; - that is for the correct sum; - in respect of goods / services supplied or delivered to the required quality (or are expected to be at the required quality); - which quote the relevant purchase order / contract reference (where used) - which has been delivered to the nominated address.

BUYER'S INVOICE ADDRESS:

Department for Education, Sanctuary Buildings, Great Smith Street,
London SW1P 3BT

Invoices must be submitted in pdf format, state the Purchase Order number (provided separately to this form), and sent via email to AccountsPayable.OCR@education.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE


Rapid Response Team Lead


BUYER'S ENVIRONMENTAL POLICY

We display our [sustainable operations policy statement](#) (PDF, 342KB, 1 page) in our buildings' reception areas and online. To manage our environmental impact, we use an [environmental management system](#) (PDF, 96.3KB, 2 pages) which is modelled on [ISO14001:2004](#).

All our plans and targets are aligned to the Greening government commitment targets. We also focus on wider and longer-term targets, including from the:

- [Energy Efficiency Directive](#) articles 5 and 6: targets for 2020
- [Kyoto Protocol Agreement](#)

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- [Climate Change Act](#)

More detail on sustainability is available in the [consolidated annual report and accounts](#).

Available online at [Our energy use - Department for Education - GOV.UK \(www.gov.uk\)](#)

BUYER'S SECURITY POLICY

Not applicable

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
120 Stanley Street, Blackburn, Lancashire, BB1 3BW

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]
120 Stanley Street, Blackburn, Lancashire, BB1 3BW

PROGRESS REPORT FREQUENCY

As of when deemed and agreed by project team from point of contract signature- this will be subject to the supplier's availability.

PROGRESS MEETING FREQUENCY

As of when deemed and agreed by project team from point of contract signature- this will be subject to the supplier's availability.

KEY STAFF

[REDACTED]
[REDACTED]
[REDACTED]
120 Stanley Street, Blackburn, Lancashire, BB1 3BW

KEY SUBCONTRACTOR(S)

[REDACTED]

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES





Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Head of Client Services / Business Development	Role:	Commercial Lead Department for Education

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Date:	9 th May 2023	Date:	10 th May 2023
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