

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

## Order Form

CALL-OFF REFERENCE: **CCZW 21A02 - C16654 – Home Office Managed Print Services**

THE BUYER: **Home Office**

BUYER ADDRESS **2 Marsham Street, London SW1P 4DF**

THE SUPPLIER: **Allied Publicity Services (Manchester) Limited**

SUPPLIER ADDRESS: **Chetham House, Bird Hall Lane, Cheadle Heath  
Stockport SK3 0ZP**

REGISTRATION NUMBER: 00681528

DUNS NUMBER: 21-222-8001

SID4GOV ID: 21-222-8001

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **26<sup>th</sup> April 2022**.

It is issued under the Framework Contract with the reference number **RM6170** for the provision of **Home Office Managed Print Services**.

CALL-OFF LOT(S):  
**Lot 2 – Print Management Services**

### 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 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
    - Joint Schedule 13 (Continuous Improvement)
    - Joint Schedule 14 (Benchmarking)
  - Call-Off Schedules for **Call-Off Contract C16654 – Home Office Managed Print Services**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 6 (ICT Services)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 10 (Exit Management)
    - Call-Off Schedule 12 (Clustering)
    - 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 18 (Background Checks)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.8)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6170**
6. 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.

The following Schedules shall **not** be used:

- Call-Off Schedule 6 (ICT Services)
- Call-Off Schedule 11 (Installation Works)
- Call-Off Schedule 17 (MOD Terms)

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**

**N/A**

CALL-OFF START DATE: **21<sup>st</sup> June 2022**

CALL-OFF INITIAL EXPIRY DATE: **20<sup>th</sup> June 2025**

CALL-OFF LATEST EXPIRY DATE: **20<sup>th</sup> June 2026**

CALL-OFF INITIAL PERIOD: **Three Years (3+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:

[REDACTED]

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES)

**None**

PAYMENT METHOD

**To be confirmed by the Buyer prior to the Call-Off Start Date but, as a minimum, the Supplier shall provide monthly consolidated invoicing or electronic billing.**

BUYER'S INVOICE ADDRESS:

**Home Office Shared Service Centre**

**HO Box 5015, Phoenix House, Celtic Springs Business Park**

**Newport, Gwent NP 9BB**

**[HOSupplierInvoice@homeoffice.gov.uk](mailto:HOSupplierInvoice@homeoffice.gov.uk)**

BUYER'S AUTHORISED REPRESENTATIVES:

[REDACTED]

Commercial Lead

[REDACTED]

[REDACTED]

[REDACTED]

Senior Supplier Manager, Passport Service Management

[REDACTED]

Her Majesty's Passport Office, Riverside Place, Durham DH1 1SL

[REDACTED]  
Passport Service Manager, Passport Service Management

[REDACTED]  
Her Majesty's Passport Office, Riverside Place, Durham DH1 1SL

[REDACTED]  
Senior Supplier Performance Manager [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
Assistant Director - Specification Development & Asset Management, Border Force

[REDACTED]  
2nd Floor, Martello House, Shearway Park, Shearway Road, Folkestone, Kent CT19 4RH

#### BUYER'S ENVIRONMENTAL POLICY

Available online at <https://www.gov.uk/government/publications/greening-government-commitments-targets>

#### BUYER'S SECURITY POLICY

Available online at <https://www.gov.uk/government/publications/security-policy-framework>

#### SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]  
Executive Director

[REDACTED]  
c/o The APS Group, Chetham House, Bird Hall Lane, SK3 0ZP

#### SUPPLIER'S CONTRACT MANAGER

[REDACTED]  
**Client Service Director**

[REDACTED]  
c/o The APS Group, Chetham House, Bird Hall Lane, SK3 0ZP

#### PROGRESS REPORT FREQUENCY

**As set out in Call-Off Schedule 20 (Call-Off Specification)**

#### PROGRESS MEETING FREQUENCY

**As set out in Call-Off Schedule 20 (Call-Off Specification)**

#### KEY STAFF

**As set out in Call-Off Schedule 7 (Key Supplier Staff)**

KEY SUBCONTRACTOR(S)  
**A1 Security Print Limited**

COMMERCIALLY SENSITIVE INFORMATION  
**As set out in Joint Schedule 4 (Commercially Sensitive Information)**

SERVICE CREDITS

**Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels). 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 5% of the Estimated Year 1 Call-Off Contract Charges; and**
- (b) During the remainder of the Call-Off Contract Period, 5% 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.**
- (c) Critical Service Level Failure: not applied.**

ADDITIONAL INSURANCES  
**N/A**

GUARANTEE  
**N/A; except where there is a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract.**

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 20 (Call-Off Specification), Call-Off Schedule 14 (Service Levels); Framework Schedule 1 (Specification) and Call-Off Schedule 4 (Call-Off Tender).**

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	Jun 14, 2022	Date:	12/06/2022



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