

**FRAMEWORK SCHEDULE 6 (ORDER FORM)**

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**ORDER FORM**

CALL OFF REFERENCE: **TIS0702**

THE BUYER: **The Insolvency Service**

BUYER ADDRESS: **16th Floor, 1 Westfield Avenue, Stratford,  
London, E20 1HZ**

THE SUPPLIER: **Restore Datashred Ltd**

SUPPLIER ADDRESS: **Unit 1, Queen Elizabeth Distribution Centre,  
Purfleet RM19 1NA**

REGISTRATION NUMBER: **09969408**

DUNS NUMBER:

SID4GOV ID:

**APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated:

It's issued under the Framework Contract with the reference number RM6175 for the provision of and services.

**CALL-OFF LOT(S):**

Lot 1

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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) **RM6175**
3. The following Schedules in equal order of precedence:
  - Joint Schedules
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 13 (Continuous Improvement)
    - Joint Schedule 14 (Benchmarking)
  - Call-Off Schedules for **RM6175**
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 4 (Call-Off Tender)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 10 (Exit Management)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6175**

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 START DATE:** 11<sup>th</sup> June 2024**CALL-OFF EXPIRY DATE:** 11<sup>th</sup> June 2026**CALL-OFF INITIAL PERIOD:** 24 months**CALL-OFF EXTENSION PERIOD:** +1 12 month period, +1 12 month period

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### **WORKING DAY**

As defined in Joint Schedule 1 (Definitions), including “Working Day”, “Work Day” and “Work Hours”.

### **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. [REDACTED]

### **CALL-OFF CHARGES**

See details in Call-Off Schedule 5 (Pricing Details). The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law

### **REIMBURSABLE EXPENSES**

As set out in INSS Travel and Subsistence Policy and Guidance V1.0

### **PAYMENT METHOD**

Monthly consolidated invoice including progress against milestones, or any milestone payments as required.

### **BUYER'S INVOICING ADDRESS:**

[REDACTED]

### **BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

### **BUYER'S ENVIRONMENTAL POLICY**

INSS Environmental Policy V1.0

### **BUYER'S SUSTAINABILITY POLICY**

INSS Environmental Policy V1.0

### **BUYER'S ICT AND SECURITY POLICY**

INSS Physical Security Policy V2.0

INSS Physical Security Management Plan 2022 V2.0

INSS Information Risk Policy (IG.ISMS.D.5.2) V1.8

INSS Guidance What is Personal Data V1.0

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**SUPPLIER’S AUTHORISED REPRESENTATIVE**

[Redacted]

**SUPPLIER’S CONTRACT MANAGER**

[Redacted]

**PROGRESS REPORT**

Unless otherwise agreed or directed operationally, progress reports shall be submitted in accordance with the Call-Off Schedule 20 (Call-Off Specification).

**PROGRESS REPORT FREQUENCY**

Unless otherwise agreed or directed operationally, progress reports shall be submitted in accordance with the Call-Off Schedule 20 (Call-Off Specification).

**PROGRESS MEETINGS AND PROGRESS MEETING FREQUENCY**

Unless otherwise agreed or directed operationally, progress reports shall be submitted in accordance with the Call-Off Schedule 20 (Call-Off Specification).

**KEY STAFF**

[Redacted]

**KEY SUBCONTRACTOR(S)**

Not Applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Description of Supplier’s Commercially Sensitive Information	1. All pricing and fee details
Cross reference(s) to location of sensitive information	1. Submitted Pricing Schedule or Framework Schedule 3 (Framework Pricing), whichever is used. 2. Framework Schedule 2 (Framework Tender) 3. Call-Off Schedule 4 (Call-Off Tender) 4. Call-Off Schedule 5 (pricing information) 5. Call-Off Schedule 20 (specification)

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Explanation of sensitivity	The Buyer and the Supplier consider the information to be exempt from disclosure under Section 41 (information provided in confidence) and Section 43 (prejudice of commercial interests). This information is commercially sensitive information, disclosure of which would provide competitors an unfair advantage in future tender situations.
Details of potential harm from disclosure	This information is commercially sensitive information, disclosure of which would provide our competitors with an unfair advantage in future tender situations. This information is not in the public domain and is provided in confidence. Disclosure of this information would result in an actionable breach of confidence.
Period of confidence	The duration of this commercially sensitive information is unlimited.
Contact details for Transparency/FOI matters	<div></div> <div></div> <div></div>

**SERVICE CREDITS**

Not used.

**ADDITIONAL INSURANCES**

Not used.

**GUARANTEE**

Not used.

**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 Framework Schedule 1 (Framework Specification) and Framework Schedule 3 (Framework Tender).

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**FOR AND ON BEHALF OF THE SUPPLIER:**

Signature:



Name:



Role:



Date: 12/6/2024

**FOR AND ON BEHALF OF THE BUYER:**

Signature:



Name:



Role:



Date: 12/6/2024

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