

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

Order Form (Lots 1 and 2)

CALL-OFF REFERENCE:	GPA.2022.455
THE BUYER:	Government Property Agency
BUYER ADDRESS	Government Property Agency, Floor 9, 23, Stephenson Street Birmingham B2 4BH
THE SUPPLIER:	TMR Executive Agency Ltd
SUPPLIER ADDRESS:	Southerly 7, Waterfold Business Park, Bury BL9 7BR
REGISTRATION NUMBER:	03335982
DUNS NUMBER:	385667399
SID4GOV ID:	Not applicable

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 13th December 2022.

It's issued under the Framework Contract with the reference number **RM6017** for the provision of Postal franking equipment and associated service and consumables.

CALL-OFF LOT(S):

Lot Number	Lot Description	Relevant (Yes / No)
1	Low to Medium Volume Franking Machines and Associated Consumables	No
2	Franking Machines, Mailroom Equipment and Associated Consumables	Yes

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) **RM6017**
3. The following Schedules in equal order of precedence:
 - Call-Off Schedule 22 (Lease Terms)
 - Call-Off Schedule 23 (Franking Meter Terms) – N/A
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6017**
 - 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)
- Joint Schedule 13 (Continuous Improvement)
- Joint Schedule 14 (Benchmarking)

5. CCS Core Terms (version 3.0.6)

6. Joint Schedule 5 (Corporate Social Responsibility)

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

None

CALL-OFF START DATE: **9 January 2023**

CALL-OFF EXPIRY DATE: **8 January 2026**

CALL-OFF INITIAL PERIOD: **3 years**

CALL-OFF DELIVERABLES

Delivery of SP500 cabinet X ray system with fully comprehensive next day service cover to be supplied as soon as possible

Service Location: 10 South Colonnade Canary Wharf
London E14 4PU

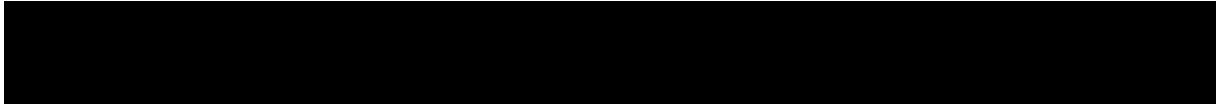
KPIs

KPI/SLA	Milestone/Deliverable	Delivery Date	Target
1	Service and maintenance Installation and training Phone support Next day response All call outs All parts and labour Preventative maintenance X ray scanner mandatory inspection	Next day /As required	98%

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:



Includes

Installation and training
Phone support
Next day response
All call outs
All parts and labour
Preventative maintenance
X ray scanner mandatory inspection

CALL-OFF CHARGES

Model SP500 cabinet X ray system for [REDACTED] per quarter inclusive of fully comprehensive next day service over 36 months.

PAYMENT METHOD

All invoices must be sent, quoting a valid purchase order number (PO Number), to:



. Invoices payable quarterly.

Within 7 Working Days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to between 09:00-17:00 Monday to Friday.



BUYER'S INVOICE ADDRESS:

Government Property Agency, Floor 9,
23, Stephenson Street Birmingham B2 4BH

BUYER'S AUTHORISED REPRESENTATIVE

For general liaison your contact will be [REDACTED] or, in their
absence,

BUYER'S ENVIRONMENTAL POLICY

N/A

BUYER'S SECURITY POLICY

N/A

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
Government Contracts Manager

[REDACTED]
Southerly 7, Waterfold Business Park, Bury BL9 7BR

SUPPLIER'S CONTRACT MANAGER

As Above

PROGRESS REPORT FREQUENCY

One, upon delivery and installation

PROGRESS MEETING FREQUENCY

As required

KEY STAFF

[REDACTED]

Workplace Services Manager

[REDACTED]

[REDACTED]

or

[REDACTED]

KEY SUBCONTRACTOR(S)

Quadient UK LTD

COMMERCIALLY SENSITIVE INFORMATION

Product, service and lease pricing plus implementation plan and methodology

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	Government Contracts Manager	Role:	Head Workplace Services Commercial
Date:	15/12/2022	Date:	15/12/2022