

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

Order Form

CALL-OFF REFERENCE:	P-31447
THE BUYER:	
BUYER ADDRESS	PO Box 69 Reading RG1 3YD United Kingdom
THE SUPPLIER:	HH Associates Ltd
SUPPLIER ADDRESS:	Grove House Guildford Road Leatherhead Surrey KT22 9DF
REGISTRATION NUMBER:	2671533
DUNS NUMBER:	770639193
SID4GOV ID:	[Insert if known]

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 17/06/2025. It's issued under the Framework Contract with the reference number RM6297 for the provision of the RPA Print services 2025-2029.

CALL-OFF LOT(S): LOT 1**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) RM6297
3. Framework Special Terms.
4. The following Schedules in equal order of precedence:

- **Joint Schedules for RM6297**

- 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 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 RM6297**

- Call-Off Schedule 1 (Transparency Reports)
- Call-Off Schedule 2 (Staff Transfer)
- Call-Off Schedule 3 (Continuous Improvement)
- 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 13 (Implementation Plan and Testing)
- Call-Off Schedule 14 (Service Levels)
- Call-Off Schedule 15 (Call-Off Contract Management)
- Call-Off Schedule 20 (Call-Off Specification)

5. Joint Schedule 5 (Corporate Social Responsibility) **RM6297**

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: 17th June 2025

CALL-OFF EXPIRY DATE: 16th June 2029

CALL-OFF INITIAL PERIOD: 4 Years

CALL-OFF DELIVERABLES

A managed print service containing but not limited to, MDS (Managed Document Service), BCMS (British Cattle Movement Service), Sheep Bureau, Residual BPS' (Basic Payment Scheme), ES (Environmental Stewardship), SFI (Sustainable Farming Initiative), Delinked Payments (Replacing BPS), CS (Countryside Stewardship).

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 **up to £1,650,000.00** in the first 12 months of the Contract. The Buyer must always provide a figure here.

In the event of an outbreak this contract will allow for an additional non-committed spend to be used to ensure protection against supply chain failure.

CALL-OFF CHARGES

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

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)
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]
- [Benchmarking using Call-Off Schedule 16 (Benchmarking)]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Rural Payment Agency (RPA) – electronic payment.

APIInvoices-RPA-U@gov.sscl.com

The Buyer must pay the Supplier the Charges within 30 days of receipt by the Buyer of a valid, undisputed invoice, in cleared funds using the payment method and details stated in the Order Form.

BUYER'S INVOICE ADDRESS:

Northgate House
21-23 Valpy Street
Reading
Berkshire
RG1 1AF

BUYER'S AUTHORISED REPRESENTATIVE:

[REDACTED]

[REDACTED]

Rural Payments Agency | Rm 151 | Lancaster House | Newcastle

BUYER'S ENVIRONMENTAL POLICY

Available at: <https://www.gov.uk/government/organisations/rural-payments-agency/about/our-energy-use#environmental-policy>

BUYER'S SECURITY POLICY

As per Call off Schedule 9: Security

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

HH Global, Grove House, Guildford Road, Leatherhead, KT22 9DF

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

HH Global, Grove House, Guildford Road, Leatherhead, KT22 9DF

PROGRESS REPORT FREQUENCY

Weekly planning meetings.

Quarterly service review.

Annual service review.

PROGRESS MEETING FREQUENCY

Weekly and quarterly meetings

KEY STAFF

[REDACTED]

HH Global, Grove House, Guildford Road, Leatherhead, KT22 9DF

KEY SUBCONTRACTOR(S)

None.

COMMERCIALLY SENSITIVE INFORMATION

Joint schedule 4 stating the commercially sensitive information

SERVICE CREDITS

Not applicable.

ADDITIONAL INSURANCES

Joint Schedule 3 (Insurance Requirements) details insurance requirements.

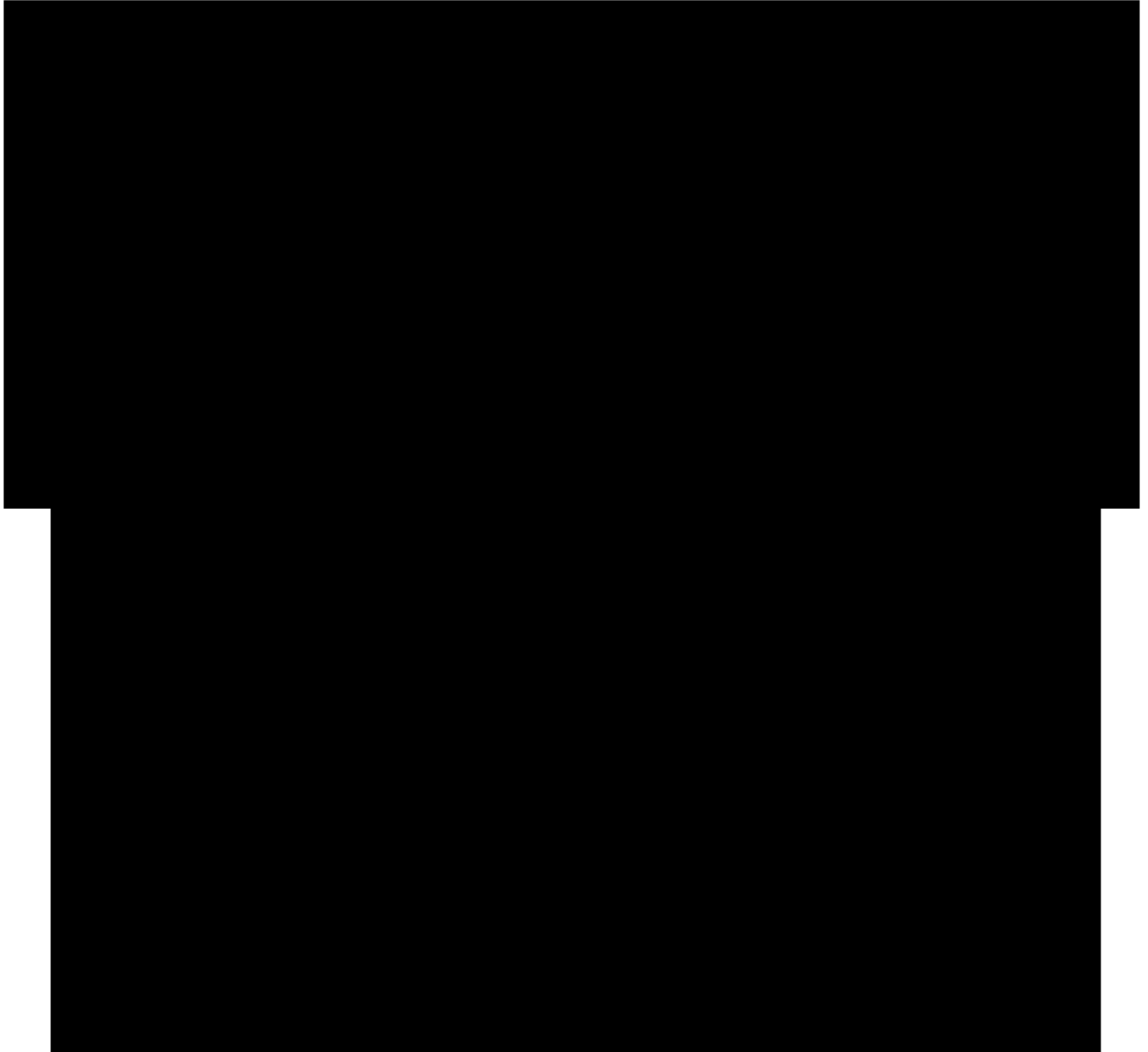
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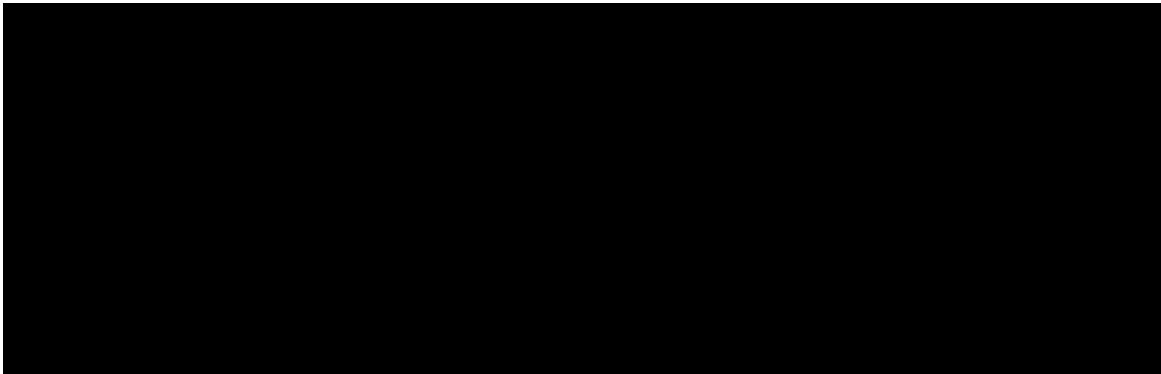
GUARANTEE

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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