

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

### Order Form

CALL-OFF REFERENCE:	CCZW20A02
THE BUYER:	Ministry of Defence
BUYER ADDRESS	DBS Finance, Floor 1, Zone A, Walker House Exchange Flags, Liverpool, L2 3YL
THE SUPPLIER:	H H ASSOCIATES LIMITED
SUPPLIER ADDRESS:	Grove House, Guildford Road, Fetcham Leatherhead, Surrey, KT22 9DF
REGISTRATION NUMBER:	02671533
DUNS NUMBER:	770639193
SID4GOV ID:	N/A

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 23/07/2021.

It is issued under the Framework Contract with the reference number RM6170 for the Provision of Command and House Papers.

CALL-OFF LOT(S): Lot 1: Print Management Services, including strategic and transformational Services

Framework Ref: RM6170 Print Management Services

Project Version: v1.0

Model Version: v3.6

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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) **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)

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- Joint Schedule 13 (Continuous Improvement)
- Joint Schedule 12 (Supply Chain Visibility)
- Joint Schedule 14 (Benchmarking)

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- Call-Off Schedules for **RM6170**:

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- Call-Off Schedule 5 (Pricing Details)
  - 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 14 (Service Levels)
  - Call-Off Schedule 15 (Call-Off Contract Management)
  - Call-Off Schedule 17 (MOD Terms)
  - Call-Off Schedule 18 (Background Checks)
  - Call-Off Schedule 20 (Call-Off Specification)
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4. CCS Core Terms (version 3.0.8)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6170

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: 1<sup>st</sup> of August 2021

CALL-OFF EXPIRY DATE: 1<sup>st</sup> of August 2025

CALL-OFF INITIAL PERIOD: 4 years (48 months)

CALL-OFF DELIVERABLES:

Please see further details under 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

Please see details in Call-Off Schedule 5 (Pricing Details)

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### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

The Contracting Authority's Purchase to Pay system known as Contracting, Purchasing and Finance (CP&F) is the mandated payment mechanism.

Suppliers will transact with CP&F via the Exostar platform (<https://my.exostar.com/>)

Due to not all demanders having access to CP&F (e.g. ALB's, Associated Charities), there may be a requirement on the contractor to accept payments via Government Procurement card and BACS when required.

Claims shall be made only after completion and delivery of all work as per the respective customer order.

All invoices to be submitted in arrears.

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

Before payment can be considered, each invoice must include a detailed elemental break-down of work completed and the associated costs.

Insert any specific requirements the Supplier must adhere to in relation to your organisation's purchase to pay process.

### BUYER'S INVOICE ADDRESS:

DBS Finance  
Floor 1, Zone A  
Walker House  
Exchange Flags  
Liverpool  
L2 3YL

### BUYER'S AUTHORISED REPRESENTATIVE:

**REDACTED**

### BUYER'S ENVIRONMENTAL POLICY

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Available online at: <https://www.gov.uk/government/collections/sustainable-development-mod>

### **BUYER'S SECURITY POLICY**

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

### **SUPPLIER'S AUTHORISED REPRESENTATIVE REDACTED**

### **SUPPLIER'S CONTRACT MANAGER REDACTED**

### **PROGRESS REPORT FREQUENCY REDACTED**

### **PROGRESS MEETING FREQUENCY:**

### **REDACTED**

KEY STAFF: Please see call off Schedule 7 – Key Supplier Staff

### **KEY SUBCONTRACTOR(S)**

### **REDACTED**

### **COMMERCIALLY SENSITIVE INFORMATION**

Please see Joint Schedule 4 – Commercially Sensitive Information

### **SERVICE CREDITS**

Call-Off Schedule 14 (Service Levels)

### **ADDITIONAL INSURANCES Not applicable**

### **GUARANTEE Not applicable**

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**SOCIAL VALUE COMMITMENT**  
Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	26/07/21	Date:	26/07/21

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