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

**Order Form**

CALL-OFF REFERENCE: CCCR23A01 Provision of Courier Services for IT Equipment

THE BUYER: Cabinet Office

BUYER ADDRESS 1 Horse Guard Road, London, SW1A 2HQ

THE SUPPLIER: Redacted under FOIA section 40, Personal Information

SUPPLIER ADDRESS:Redacted under FOIA section 40, Personal Information

REGISTRATION NUMBER:Redacted under FOIA section 40, Personal Information

DUNS NUMBER: Redacted under FOIA section 40, Personal Information

SID4GOV ID:

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.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 22 December 2023.

It’s issued under the Framework Contract with the reference number **RM6171** for the provision of **Courier and Specialist Movements.**

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) RM6171
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for RM6171
  + 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) under £1m
  + Joint Schedule 8 (Guarantee)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
  + Joint Schedule 12 (Supply Chain Visibility)
  + Joint Schedule 13 (Continuous Improvement)

* Call-Off Schedules for RM6171 for the provision of Courier and Specialist Movements
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer)
  + Call-Off Schedule 5 (Pricing Details)
  + [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 18 (Background Checks)
  + [Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6171
3. 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.

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: 8 January 2024

CALL-OFF EXPIRY DATE: 7 January 2026

CALL-OFF INITIAL PERIOD: **2 Years**, 0 Months

CALL-OFF EXTENSION PERIOD Up to 1 Year until 7 January 2027

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£175,000 (one hundred seventy-five thousand pounds)

CALL-OFF CHARGES -

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

Contract value shall not exceed £525,000.00

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 will be fixed for the initial period. During any potential extension 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 - **NONE**

PAYMENT METHOD

Invoicing with PO

BUYER’S INVOICE ADDRESS:

Redacted under FOIA section 40, Personal Information

BUYER’S AUTHORISED REPRESENTATIVE -

Redacted under FOIA section 40, Personal Information

**Commercial Lead**

Redacted under FOIA section 40, Personal Information

BUYER’S ENVIRONMENTAL POLICY

**Cabinet Office Environmental Policy Statement 2023**

Available online at:[Environmental-Policy-2023.pdf (cabinetoffice.gov.uk)](https://intranet.cabinetoffice.gov.uk/wp-content/uploads/2015/02/Environmental-Policy-2023.pdf)

BUYER’S SECURITY POLICY -

**Security Policy Framework** **Version 1.3. December 2022.** Available online at: [Security policy framework - GOV.UK (www.gov.uk)](http://Security policy framework - GOV.UK (www.gov.uk))

SUPPLIER’S AUTHORISED REPRESENTATIVE

Redacted under FOIA section 40, Personal Information

Redacted under FOIA section 40, Personal Information

SUPPLIER’S CONTRACT MANAGER

Redacted under FOIA section 40, Personal Information

Redacted under FOIA section 40, Personal Information

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

Redacted under FOIA section 40, Personal Information

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Suppliers Tender

The Supplier’s Charges throughout the Call-off Contract Period and any extensions.

SERVICE CREDITS

Not Applicable

ADDITIONAL INSURANCES -

Details of Additional Insurances required in accordance with Joint Schedule 3, Annex 1.

Professional indemnity insurance - £2 million

Public liability insurance - £2 million (per claim)

Employers liability insurance - £5 million (per claim)

Loss or damage to Packages/Consignments (Insurance cover)

In the event of loss or damage proven to be caused by the Supplier, the following levels of

compensation (transit liability) is available subject to satisfactory compliance with the

Supplier’s claims procedure and following a full investigation by the Supplier of the claim.

The Supplier reserves the ability to offer transit liability beyond the claims standard process/

liability levels in exceptional circumstances. The £50 transit liability cover per package is

included in the base price within Schedule 3.

Thereafter, additional transit is available for UK Items only as below and with prices detailed

within Schedule 3.

• up to £100 Transit Liability per item

• up to £250 Transit Liability per item

• up to £500 Transit Liability per item

• up to £1,000 Transit Liability per item

• up to £2,500 Transit Liability per item

GUARANTEE

Not applicable - Not required

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)

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | Redacted under FOIA section 40, Personal Information | Signature: | Redacted under FOIA section 40, Personal Information |
| Name: | Redacted under FOIA section 40, Personal Information | Name: | Redacted under FOIA section 40, Personal Information |
| Role: | Redacted under FOIA section 40, Personal Information | Role | Redacted under FOIA section 40, Personal Information |
| Date: |  | Date: |  |