

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

Order Form (Lots 1 and 2)

CALL-OFF REFERENCE: **700244315**

THE BUYER: Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland

BUYER ADDRESS Navy Command Commercial, Room 303, Building 1/80, Jago Road, HM Naval Base, Portsmouth, PO1 3LU

THE SUPPLIER: Twofold Limited

SUPPLIER ADDRESS: 77 Milford Road, Reading, Berkshire, RG1 8LG

REGISTRATION NUMBER: 4043149

DUNS NUMBER:

SID4GOV ID: TBA

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 29 April 2020.

It's issued under the Framework Contract with the reference number **RM6017** for the Provision of Postal Services to Careers Offices.

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 23 (Franking Meter Terms)
 - Call-Off Schedule 22 (Lease Terms)
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)
 - Call-Off Schedules for **700244315**
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security) Short Form
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 17 (MOD Terms)
 - Call-Off Schedule 20 (Call-Off Specification) As stated in the Statement of Requirements and to be incorporated on Contract Award.
5. CCS Core Terms (version 3.0.6)
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6017**

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: 29 April 2020

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CALL-OFF EXPIRY DATE:	28 April 2022
CALL-OFF INITIAL PERIOD:	2 years with the option to extend the term by a further 12 months.
CALL-OFF DELIVERABLES:	As stated in the Statement of Requirements and to be incorporated on Contract Award.
MAXIMUM LIABILITY:	As stated in the Core Terms for RM6017 Postal Goods, Services and Solutions Version 3.0.6, Clause 11.
CALL-OFF CHARGES:	As stated in the Schedule of Requirements and to be incorporated on Contract Award.
PAYMENT METHOD:	As stated in the Statement of Requirements and to be incorporated on Contract Award.
FRANKING METER TERMS – POSTAGE IN ARREARS:	The Credit Limit Amount is TBC on Contract Award
BUYER'S INVOICE ADDRESS:	As stated in the Statement of Requirements and ITT and to be incorporated on Contract Award.
BUYER'S AUTHORISED REPRESENTATIVE:	As stated in the ITT and Statement of Requirements and to be incorporated on Contract Award.
SUPPLIER'S AUTHORISED REPRESENTATIVE:	
SUPPLIER'S CONTRACT MANAGER:	TBC on Contract Award
PROGRESS REPORT FREQUENCY:	TBC on Contract Award
PROGRESS MEETING FREQUENCY:	As required
COMMERCIALY SENSITIVE INFORMATION:	As stated and signed in the Tender dated 24 March 2020 and to be incorporated on Contract Award.

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STATEMENT OF GOOD STANDING: As stated and signed in the Tender dated 24 March 2020 and to be incorporated on Contract Award.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	Commercial Manager
Date:		Date:	