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

**Order Form (Lots 2 to 8)**

CALL-OFF REFERENCE: **C15738**

THE BUYER: Home Office

BUYER ADDRESS His Majesty’s Passport Office

General Register Office

Smedley Hydro

Trafalgar Road

Birkdale

Southport

PR8 2HH

THE SUPPLIER: G3 Worldwide Mail (UK) Limited

SUPPLIER ADDRESS:A1 Parkway Trading Estate, Cranford Lane, Hounslow, United Kingdom, TW5 9QA

REGISTRATION NUMBER: **00545421**

DUNS NUMBER: **REDACTED**

SID4GOV ID:Unknown

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **03/04/2025**.

It’s issued under the Framework Contract with the reference number **RM6280** for the provision of Postal Services & Solutions.

CALL-OFF LOT(S):

|  |  |  |
| --- | --- | --- |
| **Lot Number** | **Lot Description** | **Relevant (Yes / No)** |
| 2 | Collection and Delivery of Letters, Large Letters and Parcels | No |
| **3** | **Collection and Delivery of Letters, Large Letters and Parcels to International Destinations** | **Yes** |
| 4 | Audits, Efficiency Reviews and Niche Consultancy | No |
| 5 | Business Process Outsourcing, Mailroom, Document and Data Managed Service | No |
| 6 | Hybrid Mail, Digital and Transformational Communications | No |
| 7 | Inbound Delivery, Mail Opening and Digital Scanning Services | No |
| 8 | Security Screening Services | No |

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
2. Joint Schedule 1 (Definitions and Interpretation) **RM6280**
3. The following Schedules in equal order of precedence:
* Joint Schedules for **RM6280**
	+ Joint Schedule 2 (Variation Form)
	+ Joint Schedule 3 (Insurance Requirements)
	+ Joint Schedule 4 (Commercially Sensitive Information)
	+ Joint Schedule 5 (Corporate Social Responsibility)
	+ Joint Schedule 7 (Financial Difficulties)
	+ Joint Schedule 10 (Rectification Plan)
	+ Joint Schedule 11 (Processing Data)
* Call-Off Schedules for **C15738**
	+ 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 8 (Business Continuity and Disaster Recovery)

amended for a Bronze Contract as per paragraph 10 of Part A of that Schedule

* + 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 16 (Benchmarking)
	+ Call-Off Schedule 20 (Call-Off Specification)
1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6280**

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: **28/04/2025**

CALL-OFF EXPIRY DATE: **27/04/2028**

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

CALL-OFF EXTENSION OPTIONS **2x 12-month optional extensions**

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 **REDACTED**

CALL-OFF CHARGES

**REDACTED**

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Please send your electronic invoices by email to:

HOSupplierInvoices@Homeoffice.gov.uk

Invoices will be paid by bank transfer

See Call Off Schedule 5 for invoice format.

BUYER’S INVOICE ADDRESS:

**HOSupplierInvoices@Homeoffice.gov.uk**

Home Office

HO Box 5015

SSCL

Phoenix House

Newport

NP10 8FZ

BUYER’S AUTHORISED REPRESENTATIVE

**Operational**

REDACTED

**GRO Senior Supplier Manager**

REDACTED

**Commercial**

REDACTED

BUYER’S ENVIRONMENTAL POLICY

See Joint Schedule 5: Corporate Social Responsibility

BUYER’S SECURITY POLICY

See Framework Schedule 10 (ISO 27001 or equivalent)

SUPPLIER’S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER’S CONTRACT MANAGER

REDACTED

PROGRESS REPORT FREQUENCY

First Working Day of each Month

PROGRESS MEETING FREQUENCY

Operational Board monthly, date to be agreed

KEY STAFF

**Buyer**

REDACTED

**Supplier**

REDACTED

KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

REDACTED

SERVICE CREDITS

REDACTED

ADDITIONAL INSURANCES

Not applicable – Insurances required as per Joint Schedule 3

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

See Joint Schedule 5: Corporate and Social Responsibility

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of the Buyer:** |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |