



Crown
Commercial
Service

RM6297 Print and Digital Communications Order Form Lot 1 (Command and House Papers Service only)

Order Form

This Order Form is for the provision of the Deliverables which form part of the Command and House Paper Service as outlined in section 4.3 of Framework Schedule 1 and Annex A of Framework Schedule 1 only. It must not be used to form a Call-Off Contract for any other Deliverables. It is issued under the Framework Contract RM6297 Print and Digital Communications.

Part 1: Completed by Buyer and Supplier

Buyer Name	Ministry of Housing, Communities & Local Government
Buyer Contact	<REDACTED>
Buyer Address	Fry Building, 2 Marsham Street, London, SW1P 4DF
Invoice Address	CP2P Team, MHCLG, 1 st Floor, The Forum, Marlowes, Hemel Hempstead, HP1 1DN, England Email: <REDACTED>
Buyer's Authorised Representative	<REDACTED>
Buyer's Data Protection Officer	<REDACTED>
Buyer's Environmental Policy	https://www.gov.uk/government/collections/greening-government-commitments
Buyer's Security Policy	https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework
Security Representative of the Buyer	<REDACTED>

Supplier Name	HH Associates Limited
Supplier Contact	<REDACTED>
Supplier Address	Grove House, Guildford Road, Leatherhead, Surrey KT22 9DF, United Kingdom
Registration Number:	2671533

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DUNS Number	770639193
SID4GOV ID	N/A
Payment Method	<p>BACS/ Electronic Invoice</p> <p>The Buyer will pay the Supplier within 30 days of receipt of a valid undisputed invoice. Invoicing will be monthly in arrears. Invoices must quote the Buyer's Contract Reference and Purchase Order Number along with an appropriate description of the goods/ services provided/ completed and timesheets which have been approved by the Buyer. Failure to do so may result in a delay in payment from which the Buyer cannot be held responsible.</p>
Supplier's Authorised Representative	<REDACTED>
Supplier's Contract Manager	<REDACTED>
Supplier's Data Protection Officer	<REDACTED>
Security Representative of the Supplier	<REDACTED>
Commercially Sensitive Information	HH Associates Ltd require that all information stated in Joint Schedule 4 (Commercially Sensitive Information) is kept confidential and withheld from an FOI request

Framework Ref	RM6297
Call-Off Lot	Lot 1 Print and Digital Communications - Direct Award
Print Service	Command and House Papers Service
Call-Off (Order) Ref	CPD4128096
Call-Off (Order) Date	25 April 2025
Call-Off Charges	As per Framework Prices unless otherwise agreed in writing. The framework pricing will be updated annually in January.

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Call-Off Start Date	01 April 2025
Call-Off Expiry Date	31 March 2026
Extension Period	None
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 £40,000.
Progress Report Frequency	Every 6 months
Progress Meeting Frequency	The Buyer and the Supplier will aim to meet twice a year to discuss and review the Contract. These meetings can take place via Microsoft Teams.

CALL-OFF INCORPORATED TERMS

The documents listed in Part 2 of the Order Form under the heading “Call-Off Incorporated Terms” are incorporated into this Call-Off Contract and the order of precedence listed. Where numbers are missing those schedules are not incorporated into the Call-Off Contract.

No other Supplier terms are part of the Call-Off Contract. This includes any terms that have either been written on the back of, or added to, this Order Form, or presented to the Buyer at the time of Delivery.

DELIVERABLES

The requirement
Exact specification will be provided on the HH Global Briefing form at the time the job is required.

PERFORMANCE OF THE DELIVERABLES

Key Staff
<REDACTED>

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Key Subcontractors
<REDACTED>

CALL-OFF OPTIONAL SCHEDULES

Call-Off Optional Schedules
None

CALL-OFF SPECIAL TERMS

Call-Off Special Term 1
None

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:	20 May 2025	Date:	21 May 2025

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Part 2 – Other Applicable Terms

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.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6297**
3. Framework Special Terms
4. Joint Schedule 11 (Processing Data)
5. 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 12 (Supply Chain Visibility)
 - Call-Off Schedules
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 3 (Continuous Improvement)
 - 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 16 (Benchmarking)
 - Call-Off Schedule 24 (Corporate Resolution Planning)
6. CCS Core Terms (version 3.0.11)
7. 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.

REIMBURSABLE EXPENSES

None

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable