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

**Order Form (Lot 1)**

CALL-OFF REFERENCE: CCS ref: CCPL24A02 MOD ref: 711854456

THE BUYER: Air Commercial, Ministry of Defence

BUYER ADDRESS RAF High Wycombe, Naphill, HP14 4UE

THE SUPPLIER: Quadient UK Ltd

SUPPLIER ADDRESS:3rd Floor Press Centre here East,

14 East Bay,

London E15 2GW

REGISTRATION NUMBER:02658328

DUNS NUMBER: 770080364

SID4GOV ID:TBC on Award

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 4th December 2024

It’s issued under the Framework Contract with the reference number **RM6280** for the provision of Postal Services & Solutions for Lot 1 – Franking Machines, Mailroom Equipment and Associated Consumables.

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) **RM6280**
3. Framework Special Terms
4. 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 6 (Key Subcontractors)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Call-Off Schedules for CCPL24A02
  + Call-Off Schedule 3 (Continuous Improvement)
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 6 (ICT Services)
  + Call-Off Schedule 7 (Key Supplier Staff)
  + Call-Off Schedule 10 (Exit Management)
  + Call-Off Schedule 11 (Installation Works)
  + Call-Off Schedule 14 (Service Levels)
  + Call-Off Schedule 15 (Call-Off Contract Management)
  + Call-Off Schedule 17 (MOD Terms)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6280
3. Call-Off Schedule 4 (Call-Off Tender)

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

None

CALL-OFF START DATE: **10th December 2024**

CALL-OFF EXPIRY DATE: **9th December 2029**

CALL-OFF INITIAL PERIOD: **Five (5) Years**

CALL-OFF DELIVERABLES

Option B: 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 TEXT under FOIA Section 43 Commercial Interests

CALL-OFF CHARGES

Option B: REDACTED TEXT under FOIA Section 43 Commercial Interests

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

The Supplier must be onboarded by the Authority to the MOD electronic payment platform CP&F. Payment is processed electronically via Exostar. Where the Supplier does not have an existing Exostar account, one will be initiated by DBS as part of the onboarding process.

FRANKING METER TERMS - PRE-PAID POSTAGE:

Not Applicable

FRANKING METER TERMS – POSTAGE IN ARREARS:

Not Applicable

The Credit Limit Amount is: Not Applicable

BUYER’S INVOICE ADDRESS:

REDACTED TEXT under FOIA Section 40, Personal Information. Personal emails, telephone numbers, addresses, locations.

BUYER’S AUTHORISED REPRESENTATIVE:

REDACTED TEXT under FOIA Section 40, Personal Information. Personal emails, telephone numbers, addresses, locations.

BUYER’S ENVIRONMENTAL POLICY

[Defence health, safety and environmental protection - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/defence-health-safety-and-environmental-protection)

BUYER’S SECURITY POLICY

Government Security Classifications

https://www.gov.uk/government/publications/government-security-classifications

SUPPLIER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information. Personal emails, telephone numbers, addresses, locations.

SUPPLIER’S CONTRACT MANAGER

REDACTED TEXT under FOIA Section 40, Personal Information. Personal emails, telephone numbers, addresses, locations.

PROGRESS REPORT FREQUENCY

**Installation phase and snagging**

Once per week via teams and one face to face meeting.

**Post-delivery and ongoing operational meetings**

Monthly review meetings via teams.

Quarterly meetings face to face at a RAF site, TBD.

PROGRESS MEETING FREQUENCY

**Installation phase and snagging**

Once per week via teams and one face to face meeting.

**Post-delivery and ongoing operational meetings**

Monthly review meetings via teams.

Quarterly meetings face to face at a RAF site, TBD.

KEY STAFF

Not applicable

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

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 TEXT under FOIA Section 40, Personal Information. | Signature: | REDACTED TEXT under FOIA Section 40, Personal Information. |
| Name: | REDACTED TEXT under FOIA Section 40, Personal Information. | Name: | REDACTED TEXT under FOIA Section 40, Personal Information. |
| Role: |  | Role: |  |
| Date: |  | Date: |  |