

Framework Schedule 3 (Framework Prices)

1. Definitions

1.1 In this Schedule, the following words shall have the following meanings and they shall supplement Joint Schedule 1 (Definitions)

“Buyer Account Service Management Fee”

The percentage fee charged by the Supplier for the account management service provided to the Buyer, as contained in this Framework Schedule 3 (Framework Prices)

“C&HP”

C&HP is an acronym of Command and House of Commons Papers

C&HP Service Options

Means the C&HP account and project management service options as described in Annex A section 9 and as contained in this Framework Schedule 3 (Framework Prices)

“Postal Charges”

The fee charged by a third party provider (either royal mail or a Down Stream Access provider) for the collection and delivery of letters, large letters, and parcels.

This **EXCLUDES** the charges incurred for other delivery methods such as courier or other such delivery charges.

“Paper Rates”

Demonstrable fluctuations in the purchase price of pulp and paper in line with the RISI PPI Pulp and Paper Week (<http://www.risiinfo.com/product/ppi-pulp-paper-week/>)

“Print Services”

means the services that the Supplier is required to provide to Buyers under Contracts placed under this Framework Contract, details of such Print Services being set out in the Specification and Tender Response Document and any Order;

“Print Services Charge”

means the amount charged by the Supplier to a Buyer for providing the Print Services;

2. Print Service Charge

2.1 The Print Services Charges invoiced or charged to Buyers by the Supplier consist of two elements:-

2.1.1 The Charges for fulfilling the specified Print Services as defined during the Call-Off procedure or Order

2.1.2 The Buyer Account Service Management Fee

3. General Provisions

3.1 The Framework Prices set out in Annex 1 (Framework Prices) to this Framework Schedule 3 are the maximum that the Supplier may charge pursuant to any Call-Off Contract

3.2 The Supplier acknowledges and agrees that any prices submitted in relation to a further competition held in accordance with Framework Schedule 7 (Call Off award Procedure) shall be equal to or lower than the Framework Prices and

3.3 Cannot be increased except as in accordance with this Schedule.

4. Pricing Mechanisms for the Calculation of the Charges for providing Print Services

4.1 The Supplier shall utilise the Framework Prices as maximum charges where available, when calculating the Print Services Charges such as for example day rates

4.2 Rate Cards; The Supplier shall formulate rate cards during the Call- off Procedure, where required by Buyers for specific print items

4.2.1 The Supplier shall provide the Buyer a basis for calculating the rate card to ensure transparency of pricing and to demonstrate that the maximum Framework Prices are not exceeded.

4.2.2 The Supplier shall ensure that rate cards remain competitive by for example undertaking benchmarking and or obtaining competitive quotes from their supply chain.

4.3 Provision of Quotations; The Supplier shall provide one off / ad hoc quotations for Buyers where appropriate for example such as when rate cards have not been established or the Buyer has requested a non-standard or unique bespoke requirement.

4.3.1 The Supplier shall provide the Buyer a basis for calculating the quotation to ensure transparency of pricing and to demonstrate that the maximum Framework Prices are not exceeded.

- 4.3.2 The Supplier shall ensure that all quotations are competitive by for example benchmarking and / or obtaining competitive quotes from their supply chain.

4.4 The Charges:

- 4.4.1 shall be calculated in accordance with the terms of the Call Off Contract and in particular in accordance with the terms of the Order Form;
- 4.4.2 cannot be increased except as specifically permitted by the Call Off Contract and in particular shall only be subject to Indexation where specifically stated in the Order Form; and
- 4.4.3 shall not be impacted by any change to the Framework Prices.
- 4.4.4 any variation to the Charges payable under a Call-Off Contracts must be agreed between the Supplier and the Buyer and implemented in accordance with the provisions applicable to the Call-Off Contract, and using the same procedure for altering Framework Prices in accordance with the provisions of this Framework Schedule 3.

5. The Buyer Account Service Management Fee

5.1 What the Buyer Account Service Management Fee covers

- 5.1.1 The Buyer Account Service Management Fee shall include all of the Suppliers costs in relation to providing a print management service to Buyers including service support, overheads and all costs related to the delivery of the services , all account management costs including any promotional and marketing costs, the management fee and the Suppliers profit

5.2 How the Buyer Account Service Management Fee is calculated and applied

- 5.2.1 Shall be calculated in accordance with Table 1
- 5.2.2 Shall be applied to the total value of a Buyers order for Print Services (print, paper, fulfilment and delivery) excluding any Postal Charges.

5.3 The Buyer Account Service Management Fee percentage shall be fixed for the Framework Contract Period

6. The C&HP Service Options

6.1 The Supplier shall Charge the Buyer for the C&HP Options selected by the Buyer, as contained in Annex 1 of this Framework Schedule 3 (Framework Prices)

6.2 No more than one C&HP Service Option Charge shall apply to each paper

6.3 The Supplier shall charge the appropriate Buyer Account Service Management Fee as contained in Annex 1 of this Framework Schedule 3 (Framework Prices) in accordance with paragraph 2 of this Framework Schedule 3

7. When the Supplier can ask to change the Framework Prices

Buyer Account Service Management Fee

7.1 The Buyer Account Service Management fee percentage shall remain fixed for the duration of the Framework Contract

Framework Prices excluding products that contain paper

7.2 The Framework Prices (with the exception of products that contain paper) will be fixed for the first two (2) years following the Framework Commencement Date (the date of expiry of such a period is a **"Review Date"**). After this the Framework Prices shall be fixed for the remaining two (2) years following the "Review Date".

7.3 Any proposed adjustment should be in line the Office of National Statistics **Producer Price Index, (PPI)**. The base PPI will be set at the commencement date of the Framework Contract. All other costs, expenses, fees and charges shall not be adjusted to take account of any inflation, change to exchange rate, change to interest rate or any other factor or element which might otherwise increase the cost to the Supplier.

7.4 Where the PPI Index:

7.4.1 used to carry out an indexation calculation is updated (for example due to it being provisional) then the indexation calculation shall also be updated unless CCS and the Supplier agree otherwise;

7.4.2 is no longer published, CCS and the Supplier shall agree a fair and reasonable replacement that will have substantially the same effect.

Framework Prices for products that contain paper

7.5 **Paper Price adjustments;** Framework Prices for products which contain paper will be fixed for the first twelve (12) months following the Framework Commencement Date (the date of expiry of such the fixed price period is a "Review Date"). After this Framework Prices can only be adjusted on each following 12 month anniversary (the date of each such anniversary is also a "Review Date").

7.5.1 **Paper Price base price;** The base RISI price will be set at commencement of the Framework Contract and price changes will only be considered should there be an increase or decrease over the course of the relevant twelve (12) month period of the Framework Contract.

7.5.2 Framework Prices for products which contain paper can only be adjusted in the event that there are demonstrable fluctuations over a twelve (12) month period in the purchase price of pulp and paper in line with the RISI PPI Pulp and Paper Week (<http://www.risiinfo.com/product/ppi-pulp-paper-week/>)

7.5.3 Where the RISI PPI Pulp and Paper Week shows that there has been an overall decrease in the purchase price of pulp and paper over the preceding twelve (12) months the Supplier shall ensure that this is also

be reflected in the pricing offered under this Framework Contract going forward.

- 7.5.4 Any proposed adjustment should be in line with the RISI PPI Pulp and Paper Week movement over each twelve (12) month period of the Framework Contract.
- 7.5.5 CCS reserves the right to amend with agreement of the Supplier the relevant price index used to monitor the market.
- 7.5.6 **Price amendments;** only where there have been demonstrable fluctuations in the purchase price of pulp and paper in line with the RISI PPI Pulp and Paper Week (<http://www.risiinfo.com/product/ppi-pulp-paper-week/>) shall be permitted.

What a Supplier needs to do when requesting a price increase

- 7.6 Supplier shall give CCS at least three (3) Months' notice in writing prior to a Review Date where it wants to request an increase. If the Supplier does not give notice in time then it will only be able to request an increase prior to the next Review Date.
- 7.7 Any notice requesting an increase shall include:
 - 7.7.1 a list of the Framework Prices to be reviewed;
 - 7.7.2 for each Framework Price under review, written evidence of the justification for the requested increase including:
 - 7.7.3 For Framework Prices adjustments for products which contain paper the following evidence is required as a minimum
 - (a) Evidence that there has been demonstrable fluctuations over a twelve (12) month period in the purchase price of pulp and paper in line with the RISI PPI Pulp and Paper Week (<http://www.risiinfo.com/product/ppi-pulp-paper-week/>) and
 - (b) Invoice evidence of actual price changes incurred; that is evidence from its third party contractor in the form of line item detail on invoices pre and post price movement or evidence of exceptional circumstances to support any application.
 - (c) evidence that the Supplier has attempted to mitigate against the increase in the relevant cost components; and
 - (d) Evidence that the Supplier's profit component of the relevant Framework Price is no greater than that applying to Framework Prices using the same pricing mechanism as at the Contract Commencement Date.
 - (e) Breakdown of the cost components that comprise the relevant Framework Price which shall be represented by a percentage of the total cost and the breakdown of each of the following areas relating to material, production, labour, delivery costs and profit as appropriate;

- (f) details of the movement in the different identified cost components of the relevant Framework Price;
- (g) reasons for the movement in the different identified cost components of the relevant Framework Price;

7.7.4 For Framework Prices for products which do not contain paper the following evidence is required as a minimum

- (a) Evidence that there has been demonstrable fluctuations over a twenty four (24) month period in the Producer Price index (PPI)
(<https://www.ons.gov.uk/economy/inflationandpriceindices/bulletins/producerpriceinflation/may2020#producer-price-inflation-summary>)
- (b) Invoice evidence of actual price changes incurred; that is evidence from its third party contractor in the form of line item detail on invoices pre and post price movement or evidence of exceptional circumstances to support any application.
- (c) evidence that the Supplier has attempted to mitigate against the increase in the relevant cost components; and
- (d) Evidence that the Supplier's profit component of the relevant Framework Price is no greater than that applying to Framework Prices using the same pricing mechanism as at the Contract Commencement Date.
- (e) Breakdown of the cost components that comprise the relevant Framework Price which shall be represented by a percentage of the total cost and the breakdown of each of the following areas relating to material, production, labour, delivery costs and profit as appropriate;
- (f) details of the movement in the different identified cost components of the relevant Framework Price;
- (g) reasons for the movement in the different identified cost components of the relevant Framework Price;

7.8 CCS shall consider each request for a price increase. CCS may grant Approval to an increase at its sole discretion.

7.9 Where CCS approves an increase then it will be implemented from the first (1st) Working Day following the relevant Review Date or such later date as CCS may determine at its sole discretion and Annex 1 shall be updated accordingly.

8. Other events that allow the Supplier to change the Framework Prices

8.1 The Framework Prices can also be varied (and Annex 1 will be updated accordingly) due to:

8.1.1 a Specific Change in Law in accordance with Clause 24;

- 8.1.2 a review in accordance with insurance requirements in Clause 13;
- 8.1.3 a benchmarking review in accordance with joint schedule 14 (Benchmarking)
- 8.1.4 a request from the Supplier, which it can make at any time, to decrease the Framework Prices; and

9. When you will be reimbursed for travel and subsistence

- 9.1 Expenses shall only be recoverable where:
 - 9.1.1 the Time and Materials pricing mechanism is used; and
 - 9.1.2 the Order Form states that recovery is permitted; and
 - 9.1.3 they are Reimbursable Expenses and are supported by Supporting Documentation.
- 9.2 The Buyer shall provide a copy of their current expenses policy to the Supplier upon request.

Annex 1: Rates and Prices Lot 1

[prior to the commencement of the Framework Contract CCS shall populate the tables with the Suppliers prices submitted in their bid]

Table 1.1 Lot 1 Buyer Account Service Management Fee

Service Description	Buyer Account Service Management Fee %
Level 1 Customer Service Team	[] %
Level 2 Bespoke Account Management team (Supplier premises)	[] %
Level 2 Bespoke Account Management team (Buyers premises)	[] %

Table 1.2

[Place holder for Pre-Production Rate Card]

Table 1.3

[Place Holder for Command and House Paper Service Rate Card]

Table 1.4

[Place Holder for Storage and Fulfilment Rate Card]

Table 1.5

[Place Holder for Paper Rate Card]

Annex 2: Rates and Prices Lot 2

Table 2:1 Lot 2 Buyer Account Service Management Fee

Service Description	Buyer Account Service Management Fee %*
Buyer Account Service Management Fee	[] %

*Max fee to be applied

Table 2.2

[Place holder for Pre-Production Rate Card]

Table 2.3

[Place Holder for Storage and Fulfilment Rate Card]

Table 2.4

[Place holder for Transactional Print Rate Card]

Table 2.5

[Placeholder for Paper rate card]

