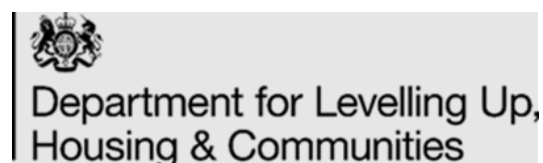


## Framework Schedule 6 (Order Form Template and Call-Off Schedules)



### Order Form

CALL-OFF REFERENCE: **FURN-22393-2022**

THE BUYER: Department for Levelling Up, Housing and Communities

BUYER ADDRESS Fry Building, 2 Marsham Street, London, SW1P 4DF

THE SUPPLIER: Bates Office Services Ltd

SUPPLIER ADDRESS: A1 – A4 Knights Park Industrial Estate  
Rochester  
ME2 2LS  
England

REGISTRATION NUMBER: 03352929

DUNS NUMBER: 519855464

SID4GOV ID: N/A

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 13/01/2023.

It's issued under the Framework Contract with the reference number FURN-22393-2022 for the provision of Furniture and Associated Services.

CALL-OFF LOT(S):  
RM6119 Furniture & Associated Services Lot 1

## 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) **RM6119**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6119
    - 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)
  - Call-Off Schedules for FURN-22393-2022
    - 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 7 (Key Supplier Staff)
    - Call-Off Schedule 9 (Security)
    - 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 18 (Background Checks)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6119
6. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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 START DATE: 20/03/2023

CALL-OFF EXPIRY DATE: 20/03/2025

CALL-OFF INITIAL PERIOD: 2 years

#### CALL-OFF DELIVERABLES

Deliverables are within Call-Off Schedule 20.

#### 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 £80,201.53

#### CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details).

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices).

#### REIMBURSABLE EXPENSES

None.

#### PAYMENT METHOD

Supplier to submit a monthly statement of goods and services provided. Once agreed by the buyer, the supplier is to submit an invoice to the buyer's invoice address.

#### BUYER'S INVOICE ADDRESS:

DLUHCFSDD CP2P Team

4th Floor

High Trees

Hillfield Road

Hemel Hempstead

HP24XN

Redacted

#### BUYER'S AUTHORISED REPRESENTATIVE

Name: Redacted

Position: Redacted

Email: Redacted

#### BUYER'S ENVIRONMENTAL POLICY

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

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Greening Governing Commitments (2021 to 2025) available online [here](#)

### BUYER'S SECURITY POLICY

HMG Security Policy Framework (Version 1.3 December 2022) available online [here](#)

### SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted

**Sales Director**

Redacted

**Unit A1-A4 Knights Park Industrial Estate, Rochester, Kent ME2 2LS**

### SUPPLIER'S CONTRACT MANAGER

Redacted

**Account Manager**

Redacted

**Unit A1-A4 Knights Park Industrial Estate, Rochester, Kent ME2 2LS**

### PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

### PROGRESS MEETING FREQUENCY

Quarterly Contract Review Meetings

### KEY STAFF

Name: Redacted

Position: Redacted

Email: Redacted

Address: Department for Levelling Up, Housing and Communities, 2 Marsham Street, London, SW1P 4DF

### KEY SUBCONTRACTOR(S)

Not applicable

### COMMERCIALLY SENSITIVE INFORMATION

Pricing details

### SERVICE CREDITS

Not applicable

### ADDITIONAL INSURANCES

Not applicable

### GUARANTEE

Not applicable

### SOCIAL VALUE COMMITMENT

Framework Ref: RM6119

Project Version: v1.0

Model Version: v3.5

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

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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), explicitly through the delivery of this specific contract.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:	Redated	Name:	
Role:	Comms & Sustainability Director	Role:	Commercial Lead Policy and Capability
Date:	16/03/2023	Date:	24/03/2023