

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

CCFM21A01

### Provision of Fleet Management Services for Home Office



## RM6096 VEHICLE LEASE, FLEET MANAGEMENT AND FLEXIBLE RENTAL SOLUTIONS

### ORDER FORM

CALL-OFF REFERENCE: CCFM21A01

THE BUYER: Home Office

BUYER ADDRESS **REDACTED**

THE SUPPLIER: Kinto UK Limited

SUPPLIER ADDRESS:

**REDACTED**

REGISTRATION NUMBER: 00837940

DUNS NUMBER: 218,228,021

SID4GOV ID: Unknown

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then you must send the updated Schedule with the Order Form to the Supplier

## APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 12/10/2021.

It's issued under the Framework Contract with the reference number CCFM21A01 for the Provision of Fleet Management for HO.

### CALL-OFF LOT(S):

Lot: 1 Lease of Vehicles up to 3.5 tonnes.

### 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) RM6096
3. The following Schedules in equal order of precedence:

- Joint Schedules for RM6096 o Joint Schedule 2  
(Variation Form)
    - o Joint Schedule 3 (Insurance Requirements) o Joint Schedule 4 (Commercially Sensitive Information)
    - o Joint Schedule 6 (Key Subcontractors) o Joint Schedule 7 (Financial Difficulties) o Joint Schedule 8 (Guarantee)
- 
- o Joint Schedule 10 (Rectification Plan) o  
Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for RM6096 o
    - Call-Off Schedule 1 (Transparency Reports) o Call-Off Schedule 2 (Staff Transfer) o Call-Off Schedule 3 (Continuous Improvement)
      - o Call-Off Schedule 5 (Pricing Details) o Call-Off Schedule 7 (Key Supplier Staff)
      - o Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
      - o Call-Off Schedule 9 (Security) o  
Call-Off Schedule 10 (Exit Management)
        - o Call-Off Schedule 13 (Implementation Plan and Testing) o Call-Off Schedule 14 (Service Levels) o Call-Off Schedule 15 (Call-Off Contract Management) o Call-Off Schedule 16 (Benchmarking)
    - o Call-Off Schedule 20 (Call-Off Specification) o  
Call-Off Schedule 22 (Lease Terms for Lots 1 and 2) o  
CCS Core Terms (version 3.0.2)

4. Joint Schedule 5 (Corporate Social Responsibility) RM6096
5. 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 SPECIAL TERMS

The following Special Terms are incorporated into this Call-Off Contract:

Special Term 1 – The following Clauses in RM6096 Core Terms, do not apply for Lots 1, 2 and 3:

- Clause 3.1.2 does not apply to the Call-Off Contract;
- Clause 3.2 does not apply to the Call-Off Contract;
- Clause 8.7 does not apply to the Call-Off Contract;
- Clause 10.2 does not apply to the Buyer extending the Lease Period of any Equipment;
- Clause 10.3.2 does not apply to the Buyer terminating the hire of any Equipment; and
- Clause 11.3 does not apply where the Buyer must pay a Settlement Sum, a Termination Sum or any amount under paragraph 11 in Schedule 22 (Lease Terms).

Special Term 2 – The following Clauses in RM6096 Core Terms, do not apply for Lot 4 only:

- Clause 3.1.2 does not apply to the Call-Off Contract;
- Clause 3.2 does not apply to the Call-Off Contract;
- Clause 8.7 does not apply to the Call-Off Contract;
- Clause 10.2 does not apply to the Buyer extending the rental period of any vehicle;
- Clause 10.3.2 does not apply to the Buyer terminating the rental of any vehicle; and
- Clause 11.3 does not apply where the Buyer must pay a settlement sum, a termination sum or any amount under paragraph 11 in Schedule 22 (Lease Terms).

Special Term 3 – Where the Supplier has the right to terminate the lease of any Equipment it can terminate the lease or rental for that piece of Equipment only without terminating the lease or rental of any other Equipment or the Call-Off Contract as a whole.

Special Term 4 – In Joint Schedule 1 (Definitions), the definition of “Deliverables” is deleted and replaced with the following definition of “Deliverables”: “Goods and/or Services and/or Equipment (as defined in the Lease Terms) that may be ordered under the Contract including the Documentation”.

CALL-OFF START DATE: 1/11/2021

CALL-OFF EXPIRY DATE: 31/10/2026

CALL-OFF INITIAL PERIOD: 3 Years (+1 Year + 1 Year)

#### 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 £1,064,821.67 (excluding VAT) Estimated Charges in the first 12 months of the Contract.

#### CALL-OFF CHARGES

The Total Contract Value is £5,324,108.33 (excluding VAT).

The suppliers Pricing Schedule is to be taken forward as evidence for the Call-Off Charges during this Contract. Please find this attached at Annex A – Suppliers Pricing Schedule.

#### REIMBURSABLE EXPENSES

Recoverable as stated in the Framework Contract.

#### PAYMENT METHOD

- Monthly consolidated invoicing.
- Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- Invoices should be submitted to:
  - [rtr-consolidated@homeoffice.gov.uk](mailto:rtr-consolidated@homeoffice.gov.uk)

#### BUYER'S INVOICE ADDRESS:

- Invoices requiring a Purchase Order should be submitted to: HO Shared Services, HO Box 5015, Newport, NP20 9BB.  
[HOSupplierInvoices@homeoffice.gov.uk](mailto:HOSupplierInvoices@homeoffice.gov.uk) by e-mail.
- The Supplier will ensure that invoices, billing and refunds (in the form of credit notes) are to be in full, complete, accurate and timely

#### BUYER'S AUTHORISED REPRESENTATIVE

**REDACTED**

This representative will change, so additional contact point is  
Legacy Common Goods and Services Team

**REDACTED**

#### BUYER'S ENVIRONMENTAL POLICY



MoJ ESTATES  
CLUSTER SUSTAINAB

#### BUYER'S SECURITY POLICY



Security Policy  
Framework.pdf

#### SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

REDACTED

#### SUPPLIER'S CONTRACT MANAGER

REDACTED

Strategic Account Manager

REDACTED

#### PROGRESS REPORT FREQUENCY

On the 5<sup>th</sup> Working Day of each calendar month.

#### PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter.

#### KEY STAFF

Head of Customer Services

REDACTED

#### KEY SUBCONTRACTOR(S)

REDACTED



**REDACTED**

#### COMMERCIALLY SENSITIVE INFORMATION

Annex A - Pricing Schedule.

#### SERVICE CREDITS

Not applicable.

#### 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).

#### DECLARATION

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract under the Crown Commercial Service RM6096 Vehicle Lease, Fleet Management and Flexible Rental Solutions framework.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	Bid Manager	Role:	Senior Commercial Manager
Date:	15.10.2021	Date:	01- Nov-2021

REDACTED

