

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

CALL-OFF REFERENCE: [REDACTED]

THE BUYER: The Insolvency Service

BUYER ADDRESS [REDACTED]

THE SUPPLIER: Banner Group Limited

SUPPLIER ADDRESS: [REDACTED]

REGISTRATION NUMBER: 05510758

DUNS NUMBER: 347066339

SID4GOV ID: N/A

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 22/7/2025

It's issued under the Framework Contract with the reference number **RM6299** for the provision of Office Supplies.

### CALL-OFF LOT(S):

Lot 1 – Office Stationery and Electronic Office Supplies (EOS) Multi Supplier Lot
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### 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)

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3. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6299** framework
  - o Joint Schedule 2 (Variation Form)
  - o Joint Schedule 3 (Insurance Requirements)
  - o Joint Schedule 4 (Commercially Sensitive Information)
  - o Joint Schedule 5 (Corporate Social Responsibility)
  - o Joint Schedule 10 (Rectification Plan)
  - o Joint Schedule 11 (Processing Data)

Call-Off Schedules for **RM6299** Call-Off reference number

- o Call-Off Schedule 1 (Transparency Reports)
- o Call-Off Schedule 2 (Staff Transfer)
- o Call-Off Schedule 5 (Pricing Details)
- o Call-Off Schedule 20 (Call-Off Specification)

4. CCS Core Terms (version 3.0.11)

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**

None

**CALL-OFF START DATE: 01 August 2025**

**CALL-OFF EXPIRY DATE: 01 August 2029**

**CALL-OFF INITIAL PERIOD: 3 Years (36 months)**

**CALL-OFF EXTENSION PERIOD: 1 Year (12 months) Extension**

**CALL-OFF TOTAL PERIOD: 4 Years (48 months)**

**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.

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The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£80,000**.

### CALL-OFF CHARGES

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

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

The payment method for this Contract is BACS. All payments are subject to approval of the Buyer.

Payments will be made monthly, with payments 1 month in arrears.

The Supplier will issue an electronic invoice upon final and full delivery of each of the deliverables/milestones.

The Buyer will pay the Supplier within 30 days of receipt of a valid invoice.

Invoices shall be sent via email to: [REDACTED]

The Insolvency Service recognises the importance of prompt, fair and effective payment in all businesses. Being paid promptly for work done ensures businesses have a healthy cash flow. In accordance with the Regulations, the Insolvency Service includes 30 calendar day payment terms in all new public sector contracts and will work with contracted suppliers to ensure that this payment term is passed down the supply chain.

To support this commitment, the Insolvency Service operate a No PO (Purchase Order) No PAY (Payment) policy. All Invoices must comply with the No PO No Pay Policy to be considered valid and be paid.

A valid Supplier Invoice shall include the following:

1. Valid Insolvency Service Purchase Order Number;
2. Insolvency Service Contract Reference Number (if applicable);
3. Invoice must accurately map to the line items within the Purchase Order, i.e. Line Descriptions, Number of Units and Unit Price.

The Insolvency Service may make reasonable changes to its invoicing requirements during the Term of the contract by providing 30 calendar days written notice to the Supplier.

Please note that Payment Terms, notably lead times for payment of invoices, shall be directly tied to the No PO, No Pay Policy, with Supplier Invoices requiring a valid Insolvency Service PO number to be accepted and paid. Those without a valid PO

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number may be returned to the Supplier. In such cases, the lead time for payment of invoices shall not begin until a valid PO is received.

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.

**BUYER'S INVOICE ADDRESS:**

[Redacted]

**BUYER'S AUTHORISED REPRESENTATIVE**

[Redacted]

**BUYER'S ENVIRONMENTAL POLICY**  
Appendix A INSS Sustainability Strategy

**BUYER'S SECURITY POLICY**  
Appendix B Information Assurance & Risk Policy

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[Redacted]

**SUPPLIER'S CONTRACT MANAGER**

[Redacted]

**PROGRESS REPORT FREQUENCY**  
Monthly

**PROGRESS MEETING FREQUENCY**  
Bi-annually

**KEY STAFF**

[Redacted]

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**KEY SUBCONTRACTOR(S)**

N/A

**COMMERCIALY SENSITIVE INFORMATION**

See details in Joint Schedule 4 Commercially Sensitive Information

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

There's a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract.

**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).

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	<i>Vinisa Slater</i>	Signature:	<i>James Leadbeater</i>
Name:	[REDACTED]	Name:	[REDACTED]
Role:	Managing Director	Role:	Category Lead CS&Ops
Date:	22/7/2025	Date:	22/7/2025