

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

Order Form

CALL-OFF REFERENCE: **con_24796**

THE BUYER: **The Secretary of State for Justice**

BUYER ADDRESS: 102 Petty France, London SW1H 9AJ

THE SUPPLIER: Calor Gas

SUPPLIER ADDRESS: Athena House, Athena Drive, Tachbrook Park,
Warwick, Warwickshire, CV34 6RL

REGISTRATION NUMBER: 00303703

DUNS NUMBER: 216286864

SID4GOV ID: N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 12/03/2025. It's issued under the Framework Contract with the reference number RM6305 for the provision of Fuels and Associated Services.

CALL-OFF LOT(S):
Lot 2

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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) **RM6305**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6305**
 - 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 **con_24796**
 - 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 6 (ICT Services)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 11 (Installation Works)
 - 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 20 (Call-Off Specification)
 - Call-Off Schedule 22 (Lease Terms)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6305**

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

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

SPECIAL TERM 1

Clause 3.2.11 of the Core Terms is amended to read as follows:

“The Buyer may cancel any order or part order of Goods which has not been Delivered provided the Buyer gives the Supplier not less than 24 hours notice. If the Buyer gives less than 24 hours notice then it will pay the Supplier’s reasonable and proven costs already incurred on the cancelled order as long as the Supplier takes all reasonable steps to minimise these costs.”

SPECIAL TERM 2

Clause 10.5 of the Core Terms is amended to read as follows:

“10.5 When the supplier can end or suspend the contract

The Supplier can issue a Reminder Notice if the Buyer does not pay an undisputed invoice on time. The Supplier can terminate or suspend a Call-Off Contract if the Buyer fails to pay an undisputed invoice sum due within 90 days of the date of the Reminder Notice.”

CALL-OFF START DATE: **01/04/2025**

CALL-OFF EXPIRY DATE: **31/03/2029**

CALL-OFF INITIAL PERIOD: **4 years**

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)

DELIVERY TERMS

Standard 3 working days:	Y
AM or PM deliveries:	AM/PM
Scheduled orders:	Y

Standard 3 working days: delivery within 3 working days from the point of order

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 UNDER FOIA 43 COMMERCIAL INTERESTS

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CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment will be by BACS with 30 day payment terms.

BUYER'S INVOICE ADDRESS:

Ministry of Justice C/O Shared Services Connected Ltd

PO Box 743

Newport

Gwent

NP10 8FZ

APinvoices-moj-u@gov.sscl.com

All invoices must be sent, quoting a valid purchase order number (PO Number).

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

If you have a query regarding an outstanding payment, please contact our Accounts Payable section either by email to

moj-finance-ap-enquiries@sscl.gse.gov.uk

or by telephone 0845 2415351

between 09:00-17:00 Monday to Friday

REDACTED UNDER FOIA 40 PERSONAL INFORMATION

Commercial Manager

REDACTED UNDER FOIA 40 PERSONAL INFORMATION

102 Petty France

St James

London

SW1H 9AJ

BUYER'S ENVIRONMENTAL POLICY

Sustainable Procurement and Policy available online at: [Ministry of Justice and the environment - GOV.UK \(www.gov.uk\)](#)

BUYER'S SECURITY POLICY

Available online at: <https://ministryofjustice.github.io/security-guidance/#cyber-and-technical-security-guidance>

SUPPLIER'S AUTHORISED REPRESENTATIVE

Framework Ref: RM6305 National Fuels 3

Project Version: v1.0

Model Version: v3.10

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REDACTED UNDER FOIA 40 PERSONAL INFORMATION

National Account Manager

REDACTED UNDER FOIA 40 PERSONAL INFORMATION

Athena House Athena Drive Tachbrook Park, Warwick, Warwickshire, CV34 6RL

SUPPLIER'S CONTRACT MANAGER

REDACTED UNDER FOIA 40 PERSONAL INFORMATION

National Account Manager

REDACTED UNDER FOIA 40 PERSONAL INFORMATION

Athena House Athena Drive Tachbrook Park, Warwick, Warwickshire, CV34 6RL

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

On the first Working Day of each quarter

KEY STAFF

REDACTED UNDER FOIA 40 PERSONAL INFORMATION

Commercial Manager

REDACTED UNDER FOIA 40 PERSONAL INFORMATION

102 Petty France

St James

London

SW1H 9AJ

KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

Supplier's Commercially Sensitive Information

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED UNDER FOIA 40 PERSONAL INFORMATION		
Name:	REDACTED UNDER FOIA 40 PERSONAL INFORMATION		
Role:	REDACTED UNDER FOIA 40 PERSONAL INFORMATION		
Date:	26/03/2025	Date:	27/03/2025