

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

Order Form

CALL-OFF REFERENCE: **GSS24119**

THE BUYER: **UK Research and Innovation (UKRI)**

BUYER ADDRESS **Polaris House, North Star Avenue, Swindon,
Wiltshire, SN2 1FL**

THE SUPPLIER: **Banner Group Limited**

SUPPLIER ADDRESS: **1st Floor 1 Europa Drive, Sheffield, England,
S9 1XT**

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 20 March 2024.

It's issued under the Framework Contract with the reference number RM6059 Framework Contract for the provision of Office Stationery and Electronic Office Supplies.

CALL-OFF LOT(S):

Lot Number	Lot Description	Relevant (Yes / No)
1	Office Stationery and Electronic Office Supplies	Yes
2	Office and Electronic Office Supplies	No
3	Electronic Office Supplies	No

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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) RM6059
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6059 – GSS24119
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 5 (Corporate Social Responsibility)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for RM6059 - GSS24119
 - Call-Off Schedule 1 (Transparency Reports)
 - 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 10 (Exit Management)
 - Call-Off Schedule 11 (Installation Works)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 16 (Benchmarking)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6059

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

Special Term 1 – To avoid delay in payment, it is important that the invoice is compliant and that it includes a valid purchase order number, item number and description. Non-compliant invoices will be returned, which may lead to a delay in payment.

CALL-OFF START DATE: 01st March 2024

CALL-OFF EXPIRY DATE: 28th February 2026

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CALL-OFF INITIAL PERIOD: 2 Years**CALL-OFF EXTENSION OPTION:** Option to extend on an annual basis for a further 2 years (1+1). The final end date of this contract shall not exceed 29th February 2028.**CALL-OFF DELIVERABLES**

Option B: 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 £250,000.00 excluding VAT Estimated Charges in the first 12 months of the Contract.

CALL-OFF CHARGES

The total contract value for the initial 2-year period shall not exceed £500,000.00 excluding VAT.

The total contract value for the optional extensions shall not exceed £250,000.00 excluding VAT per annum.

The total contract value, including optional extensions, shall not exceed £1,000,000.00 excluding VAT.

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

The supplier shall submit and invoice within 28 days of supplying the supplies to the satisfaction of the Buyer. The invoice shall include the amount of VAT payable and the purchase order number. Save where an invoice is disputed, the buyer shall pay the Supplier within 30 days of receipt of an invoice via BACS payment.

If the Supplier has a query regarding an outstanding payment please contact the buyers accounts payable section either by email to finance@uksbs.co.uk or by telephone 01793 86720 between 09:00 and 17:00 Monday to Friday.**BUYER'S INVOICE ADDRESS:**

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finance@uksbs.co.uk

Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1FF

BUYER'S AUTHORISED REPRESENTATIVE

Good and Self Service Procurement Team

CoreServices@uksbs.co.uk

Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1FF

BUYER'S ENVIRONMENTAL POLICY

UKRI-050920-SustainabilityStrategy, 09 March 2023 available online at:

<https://www.ukri.org/publications/ukri-environmental-sustainability-strategy/>

BUYER'S SECURITY POLICY

UKRI Information Security Policy Framework v2.1, 15 February 2023

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER'S CONTRACT MANAGER

REDACTED

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

REDACTED

KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

All pricing and pricing information submitted with the Supplier's Tender. All cost pricing (including but not limited to the Supplier's cost (ex works prices) and sell prices / Framework Price(s)) or any component thereof in any context under the Framework Agreement or any Call Off Contract together with all related or ancillary information including but not limited to any breakdown of the foregoing or any subsequent review, analysis or variation of the same – whether in any context under the Framework Agreement or any Call Off Contract, any benchmarking or otherwise. All information provided in the contract examples / case studies within the Supplier's Tender. All information relating to specific personnel of the Supplier. The Supplier's Tender as a whole contains a wide variety of information that, when taken as a whole, is acutely commercially sensitive as it reveals the Supplier's proposition to strategic customers and the way in which the Supplier presents and articulates it to

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them (such information amounting to a trade secret of the Supplier).

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	REDACTED	Date:	REDACTED