

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

Order Form

CALL-OFF REFERENCE: GSS25089

THE BUYER: Groceries code Adjudicator

BUYER ADDRESS 7th Floor, The Cabot, 25 Cabot Square, London,
E14 4QZ

THE SUPPLIER: HH Associates Limited

SUPPLIER ADDRESS: Grove House
Guildford Road,
Fetcham, Leatherhead
KT22 9DF

REGISTRATION NUMBER: 02671533

DUNS NUMBER: 770639193

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 23 April 2025.

It's issued under the Framework Contract with the reference number RM6297 for the provision of Print and Digital Communications.

CALL-OFF LOT(S):
Lot 1

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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) RM6297
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - **Joint Schedules for RM6297**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 5 (Corporate Social Responsibility)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - **Call-Off Schedules for RM6297**
 - 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 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 16 (Benchmarking)
 - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6297**

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:

None

CALL-OFF START DATE:

17th March 2025

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CALL-OFF EXPIRY DATE: 16th March 2027 (With the option to extend for a further 2 years on an annual basis until 16th March 2029)

CALL-OFF INITIAL PERIOD: 2 Years

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 £10,000.00 excluding VAT.

Year 2 - £10,000.00 excluding VAT.

Optional Year 3 - £10,000.00 excluding VAT.

Optional Year 4 - £10,000.00 excluding VAT.

CALL-OFF CHARGES

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

As per Framework Price unless other agreed in writing. The framework pricing will be updated in alignment with clause 7 within framework schedule 3. HH Global make the provision to notify the Buyer of any annual rate changes as agreed with CCS and apply the new rates accordingly to this Call-Off contract.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACS

BUYER'S INVOICE ADDRESS:

Groceries Code Adjudicator
7th Floor, The Cabot,
25 Cabot Square,
London, E14 4QZ

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

7th Floor, The Cabot,
25 Cabot Square,
London, E14 4QZ

BUYER'S ENVIRONMENTAL POLICY

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Not Applicable

BUYER'S SECURITY POLICY

Not Applicable

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

HH Associates Ltd, Grove House, Guildford Road, Leatherhead, KT22 9DF

SUPPLIER'S CONTRACT MANAGER

REDACTED

HH Associates Ltd, Grove House, Guildford Road, Leatherhead, KT22 9DF

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

REDACTED

REDACTED

KEY SUBCONTRACTOR(S)

Service Graphics

Part of Paragon Group UK Ltd

T/A Service Graphics

Paillion Trading Estate

Sunderland

Tyne and Wear

SR4 6ST

Registration number 0551336

COMMERCIALLY SENSITIVE INFORMATION

HH Associates Ltd require that all information stated in Joint Schedule 4 (Commercially Sensitive Information) is kept confidential and withheld from an FOI request

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Framework Ref: RM6297 Print and Digital Communications

Project Version: v1.0

Model Version: v3.10

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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