

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

Order Form

CALL-OFF REFERENCE:	CS22004
THE BUYER:	The Department for Business, Energy & Industrial Strategy
BUYER ADDRESS	1 Victoria Street, London, SW1H 0ET
THE SUPPLIER:	HH Associates Limited (HH Global)
SUPPLIER ADDRESS:	Grove House, Guildford Road, Fetcham, Leatherhead, KT22 9DF
REGISTRATION NUMBER:	02671533
DUNS NUMBER:	770639193
SID4GOV ID:	Not Known

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 21st March 2022.

It's issued under the Framework Contract with the reference number **RM6170** for the provision of Print Management Services.

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) **RM6170**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6170**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 13 (Continuous Improvement)
 - Joint Schedule 14 (Benchmarking)
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 - Call-Off Schedules for **RM6170**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - 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 12 (Clustering)
 - Call-Off Schedule 14 (Service Levels)
4. CCS Core Terms (version 3.0.8)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6170**

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: **18/03/2022**

CALL-OFF EXPIRY DATE: **17/03/2026**

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CALL-OFF INITIAL PERIOD: 4 years

CALL-OFF DELIVERABLES

Option A: Delivery of numerous Command Paper production work requests throughout the lifetime of the contract under Account Management Level 1

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 £150,000.00 excluding VAT.

Year 2 – £150,000.00 excluding VAT

Year 3 – £150,000.00 excluding VAT

Year 4 – £150,000.00 excluding VAT

CALL-OFF CHARGES

Option B: See details in Call-Off Schedule 5 (Pricing Details)]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACS

BUYER'S INVOICE ADDRESS:

Department for Business, Energy & Industrial Strategy
c/o UK Shared Business Services Ltd
Queensway House
Billingham

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Department for Business, Energy & Industrial Strategy, Estates & Sustainability
Team, Level 5 Spur 2, 1 Victoria Street, London SW1H 0ET

BUYER'S ENVIRONMENTAL POLICY

Available online at:

<https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy/about/our-energy-use>

BUYER'S SECURITY POLICY

Not Applicable

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SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY

Quarterly, on the first working day following collation of MI

PROGRESS MEETING FREQUENCY

Quarterly, in month immediately following each quarterly period, in the first week following collation of MI

KEY STAFF

[REDACTED]

KEY SUBCONTRACTOR(S)

Service Graphics

Part of Paragon Group UK Limited

T/A Service Graphics

Pailion Trading Estate

Sunderland

Tyne & Wear

SR4 6ST

Registration number 0551336

COMMERCIALLY SENSITIVE INFORMATION

See Joint Schedule 11(Personal Data) and Joint Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

Framework Ref: RM6170 Print Management Services

Project Version: v1.0

Model Version: v3.6

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	April 8, 2022 4:56:55 PM BST	Date:	20/04/2022