

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

Order Form

CALL-OFF REFERENCE: **CS22303**

THE BUYER: The Department for Business, Energy & Industrial Strategy

BUYER ADDRESS 1 Victoria Street, London, SW1H 0ET

THE SUPPLIER: Allied Publicity Services (Manchester) Limited

SUPPLIER ADDRESS: APS Group, Chetham House, Bird Hall Lane, Cheadle Heath, Stockport, SK3 0ZP

REGISTRATION NUMBER: 00681528

DUNS NUMBER: Not known

SID4GOV ID: Not known

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 5th September 2022.

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

CALL-OFF LOT(S):
Lot 2

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Project Version: v1.0

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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 7 (Financial Difficulties)
- 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 8 (Business Continuity and Disaster Recovery)
- Call-Off Schedule 9 (Security)
- Call-Off Schedule 10 (Exit Management)
- Call-Off Schedule 12 (Clustering)
- Call-Off Schedule 14 (Service Levels)
- Call-Off Schedule 15 (Call-Off Contract Management)
- Call-Off Schedule 20 (Call-Off Specification)
- Call-Off Schedule 23 Consignment Stock Services

4. CCS Core Terms (version 3.0.8)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6170**
6. 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.

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CALL-OFF SPECIAL TERMS

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

None

CALL-OFF START DATE: 8th September 2022

CALL-OFF EXPIRY DATE: 7th September 2024

With the option to extend for a further 2 years on an annual basis (2+1+1) until 7th September 2026

CALL-OFF INITIAL PERIOD: 2 Years, 0 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.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £500,000.00

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACS

Monthly in arrears

BUYER'S INVOICE ADDRESS:

The Department for Business,
Energy, and Industrial Strategy (BEIS) c/o UK SBS,
Queensway House,
West Precinct,
Billingham,

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TS23 2NF

Email: [REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1030915/beis-environmental-policy.pdf

BUYER'S SECURITY POLICY

Available online at:

<https://www.gov.uk/government/publications/crowded-places-guidance/cyber-security>

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]

APS Group, Chetham House, Bird Hall Lane, Cheadle Heath, Stockport, SK3 0ZP

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]

APS Group, Chetham House, Bird Hall Lane, Cheadle Heath, Stockport, SK3 0ZP

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Monthly for the first six months and then quarterly on the first Working Day of each quarter

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KEY STAFF

[REDACTED]
[REDACTED]
[REDACTED]

APS Group, Chetham House, Bird Hall Lane, Cheadle Heath, Stockport, SK3 0ZP

[REDACTED]
[REDACTED]
[REDACTED]

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

[REDACTED]
[REDACTED]
[REDACTED]

Department for Business, Energy & Industrial Strategy, Estates & Sustainability Team, Level 3, Companies House, Crown Way, Cardiff, CF14 3UZ

KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

Commercial Response: CS22303 - AW5.2 Price Schedule final_APS Group

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

The Service Credit Cap is: 5% of charges payable to the supplier each quarter.

The Service Period is: 1 (one) Quarter

A Critical Service Level Failure is:

Failure to meet the threshold for the same KPI either:

- for three consecutive months or;
- four or more times in a six month period

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

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Not applicable

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)]

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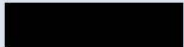



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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	Sep 14, 2022	Date:	Sep 15, 2022

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