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

**Order Form**

CALL-OFF REFERENCE: FURN-14533-2021

THE BUYER: HMRC

BUYER ADDRESS HMRC Commercial Directorate

 5th Floor West, Ralli-Quays

 3, Stanley Street

Salford M60 9LA

THE SUPPLIER: FLEXIFORM BUSINESS FURNITURE LTD

SUPPLIER ADDRESS:1392 Leeds Road

 Thornbury

 Bradford

 West Yorkshire

 BD3 7AE

REGISTRATION NUMBER: 02542123

DUNS NUMBER: 762662468

**APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated 07/01/2022.

It’s issued under the Framework Contract with the reference number [RM6119](https://www.crowncommercial.gov.uk/agreements/RM6119) for the provision of office furniture that meets the Government Hub Programme.

**CALL-OFF LOT(S):** [Lot 8](https://www.crowncommercial.gov.uk/agreements/RM6119%3A8/lot-suppliers)

**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) [RM6119](https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6119-Joint-Schedules.zip)
3. The following Schedules in equal order of precedence:
* Joint Schedules for [RM6119](https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6119-Joint-Schedules.zip)
	+ Joint Schedule 1 (Definitions)
	+ 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 7 (Financial Difficulties)
	+ Joint Schedule 9 (Minimum Standards of Reliability)
	+ Joint Schedule 12 (Supply Chain Visibility)

* Call-Off Schedules for [RM6119](https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6119-Call-Off-Schedules.zip)**.**
	+ Call-Off Schedule 5 (Pricing Details)
	+ Call-Off Schedule 20 (Call-Off Specification)
1. CCS Core Terms (version 3.0.7)
2. HMRC Mandatory Terms & Conditions

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:

Special Term 1: **HMRC Mandatory Terms**

CALL-OFF START DATE: **07/01/2022**

CALL-OFF EXPIRY DATE: **07/03/2022**

CALL-OFF INITIAL PERIOD:

**CALL-OFF DELIVERABLES**

To supply, deliver and install furniture as per the Government Hubs RM6119 Lot 8 Furniture Specification to St Marks and St Marys, Preston, PR1 4AT.

See full 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 **£30,250.00**

**CALL-OFF CHARGES**

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**

HMRC use an e-Trading Portal myBUY (provided by SAP Ariba) to manage all ongoing financial transactions with its suppliers.

HMRC has a “Purchase Order Mandatory Policy”, Suppliers are required to register on the SAP Ariba Network in order to transact with HMRC via the e-Trading system and to ensure that they will continue to be able to receive purchase orders from and issue invoices to HMRC.

**BUYER’S INVOICE ADDRESS**

In accordance with HMRC’s myBUY process

**BUYER’S AUTHORISED REPRESENTATIVE**

Name: Michael Doyle

Role: HMRC Estates Change Delivery

E-mail: michael.doyle@hmrc.gov.uk

Address: HM Revenue and Customs, St John’s House, Bootle, L75 1BB

Tele: 03000 546 793 / 0781 543 9339

**BUYER’S ENVIRONMENTAL POLICY**

# Available online at: <https://www.gov.uk/government/organisations/hm-revenue-customs/about/procurement#supplying-to-hmrc>

**BUYER’S SECURITY POLICY**

Available on request

**SUPPLIER’S AUTHORISED REPRESENTATIVE**

Andy Price / Flexiform Business Furniture Ltd

**SUPPLIER’S CONTRACT MANAGER**

Andy Price / Flexifom Business Furniture Ltd

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month [if required].

**PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter [if required].

**KEY STAFF**

TBC - If Applicable

**KEY SUBCONTRACTOR(S)**

TBC - If Applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Supplier’s Commercially Sensitive Information

**SERVICE CREDITS**

N/A for this Call-Off

**ADDITIONAL INSURANCES**

Specified in accordance with Joint Schedule 3 (Insurance Requirements) if applicable.

**GUARANTEE**

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 within the Corporate Social Responsibility in Joint Schedule 5.

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of the Buyer:** |
| Signature: |  | Signature: |  |
| Name: | Andy Price | Name: | Louise Atkinson |
| Role: |  | Role: | HMRC Commercial Directorate |
| Date: |  | Date: |  |