



**Network Services Agreement RM1045
Framework Schedule 4
(Template Order Form and Template Call Off Terms) Part 1b**

Short Form Further Competition (SFFC) Order Form

This Order Form must be used to run a Short Form Further Competition under the Network Services Agreement

Before commencing a Short Form Further Competition and completing this Order Form, please refer to the guidance (**How to complete a short form further competition order form**) provided which is available from the Crown Commercial Service (CCS) website on the agreement web page: <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045>

Order Form completion

The Order Form consists of the following sections, please complete as follows:

Section A – General information

The Customer must complete the blue boxes in this section before issue to Suppliers.

MOD only - Appendix 3 to this Order Form (MOD DEFCONS) must be completed and attached to the Order Form where this forms part of the requirement.

The Supplier must complete the grey sections as part of the Short Form Tender Response.

Section B – Details of the requirement

The Customer must complete this section before issue to Suppliers.

Section C – Location details/requirements

The Customer must complete this section before issue to Suppliers.

Customer Statement of Requirements

Please attach your Statement of Requirements as Annex A of the Order Form.

Section D – Supplier response

Suppliers must complete this section for submission as part of the Short Form Tender Response.

Section E - Call Off Contract award

The Supplier must complete the grey boxes in this section.

The Supplier must complete details in the signature box and **sign** before submitting a Short Form Tender Response.

The Customer must complete and sign this section to award a Call Off Contract to the successful Supplier.

The Supplier's response should be attached to the Order Form as Annex B



Section A General information

This Order Form is issued in accordance with the provisions of the Network Services Framework Agreement RM1045.

The Supplier shall supply the Services specified in this Order Form to the Customer on and subject to the terms of this Order Form, the appendices to this Order Form, as completed by the Customer, Annex A and Annex B and the Call Off Terms (together referred to as the “Call Off Contract”) for the duration of the Call Off Contract Period.

For a Short Form Further Competition the following appendices may apply to the Call Off Contract:

Appendix 1 - Testing

Annex 2 Test Certificate

Annex 3 Satisfaction Certificate

- to be completed by both Parties as required throughout the life of the Call Off Contract, where Testing has been requested in section B of this Order Form.

Reference: Direct Award and Short Form Further Competition Call Off Terms, Schedule 4

Appendix 2 - Variation Form

- to be used, if required, by both Parties throughout the life of the Call Off Contract.

Reference: Direct Award and Short Form Further Competition Call Off Terms, Schedule 12

The Call Off Terms that will apply to the Call Off Contract are as specified in the Direct Award and Short Form Further Competition Call Off Terms (Framework Schedule 4, part 2).

Customer details

Customer Organisation name

Her Majesty’s Passport Office (HMPO)

Customer billing address

Your organisation’s billing address, please ensure you include a postcode

REDACTED

Customer Representative

The name of your point of contact for this requirement

REDACTED

REDACTED

Customer Representative

Please provide full address details, email address and telephone number

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED



Supplier details

Supplier name

The Supplier organisation name, exactly as it appears on the Framework Agreement. A document listing all Supplier names and registered addresses has been provided for Customers on the agreement web page.

Gamma Telecom Ltd

Supplier address

The Supplier's registered address

REDACTED

Supplier Representative

The name of the Supplier point of contact for this requirement

REDACTED

Supplier reference number

A unique number provided by the Supplier at the time of the Short Form Tender Response. This number should be reported in the financial MI return.



Section B Details of the requirement

The following details form the basis of a request for a Short Form Tender Response which will be used to award a Call Off Contract.

Suppliers must refer to the Customer Statement of Requirements when preparing their Short Form Tender Response.

Lot covered by this requirement

Lot 1

Customer project reference

Please provide a project reference, this will be used in Management Information provided by Suppliers to assist CCS with Framework management.

CCNE17A11

Customer Statement of Requirements (SoR) reference

Please complete a SoR and attach it to this Order Form, please provide the reference number of your SoR.

Please see Annex A

Closing date for Supplier responses

06/11/2017

Last price paid

Please provide the expenditure in the last full financial year by your organisation covering the services being replaced by this Call Off Contract (if applicable). Please provide any relevant details to explain the figure.

Unknown

Call Off Commencement Date

The Call Off Commencement Date is the date of dispatch of this Order Form, following signature by the Customer. This date can be found in section E of this Order Form.

Expected Call Off Commencement Date

Please provide an indication of the planned Call Off Commencement Date. This will assist Suppliers in preparing their bid, but if provided is for guidance only.

On Supplier's receipt of correct and accurate Purchase Order.

Call Off Initial Period

Any period in Months, up to the maximum Call Off Initial Period of 60 Months

Twelve (12) months

Call Off Extension Period

The maximum Call Off Extension Period is 24 Months

Option to extend for Two years (1+1 +1)

Implementation Plan required?

Tick as required. See clause 6 of the Call Off Terms

Yes No

Quality Plan required?

Tick as required. See clause 8 of the Call Off Terms

Yes No



Please note

Selecting, or ticking 'yes' to any of the following options may have cost implications and limit the ability of some Suppliers to respond to your request for a Short Form Tender Response. Please ensure you read the guidance (How complete a short form further competition order form') which is available on our agreement web page. Details of the implications and risks of the following options are outlined in this guidance.

Testing required?

Tick as required. See clause 9 of the Call Off Terms
If Testing is required the forms attached at appendix 1 (Call Off Schedule 4) will be used by both Parties through the life of the Call Off Contract.

Yes No

Appointment of Key Personnel?

Tick as required. See clause 24 of the Call Off Terms

Yes No

Service Maintenance Level (SML) option

Indicate required Service Maintenance Level (SML).
See clause 10 of the Call Off Terms and Schedule 6 of the Call Off Terms
[Click here to enter text.](#)

Bespoke Service Period

The standard period is one Month.
Please specify any different requirement here. See paragraph 4 of Call Off Schedule 6, Part A.
N/A.

Additional clause "Security Measures" required?

See Call Off Schedule 13, clause 2.2.1

Yes No

Additional clause "Access to MOD Sites" required?

See Call Off Schedule 13, clause 2.2.2. Please complete appendix 3.

Yes No

Scots Law required?

Tick as required.
See Call Off Schedule 13, clause 2.1.1

Yes No

Northern Ireland Law required?

Tick as required.
See Call Off Schedule 13, clause 2.1.2

Yes No

Non-Crown Body?

Please indicate if you are a Crown or non-Crown Body.
See Call Off Schedule 13, clause 2.1.3

Crown Body Non-Crown Body

Non FOIA Public Body?

Please indicate if you are an FOIA Public Body or non-FOIA Public Body. See Call Off Schedule 13, clause 2.1.4

FOIA Public Body Non FOIA Public Body

Dispute Resolution – role

Please provide details of the role within your organisation (if different from the contact provided in section A of this form) that would deal with Disputes.

See Call Off Schedule 11, clause 3.1 for details.

N/A

Dispute Resolution - arbitration

The default location for arbitration under this framework is London. If you wish to identify a more convenient location (for you and the Supplier) you are able to do so.

See Call Off Schedule 11, clause 6.4.6

N/A



Section C Location details/requirements

Please provide details of all the locations where the Supplier will be required to deliver the Service/s requested (this will be necessary for Suppliers to provide accurate quotations).

For each Site to be covered by this Order Form, please provide the full postal address, including postcode. If a postcode is not available please provide an appropriate reference such as a National Grid reference, which can be found using an internet search such as Grid Reference Finder.

Site address	Site postcode	Required service commencement date
Lot 1 – REDACTED	REDACTED	On or before 31 st December 2017
Lot 2 - REDACTED	REDACTED	On or before 31 st December 2017
Lot 4 – REDACTED	REDACTED	On or before 31 st December 2017
Lot 5 – REDACTED	REDACTED	On or before 31 st December 2017
Lot 6 - REDACTED	REDACTED	On or before 31 st December 2017
Lot 7 – REDACTED	REDACTED	On or before 31 st December 2017

Section D

Supplier response

Suppliers - use this section to provide any details that may be relevant to the Short Form Tender Response. Please ensure that, your detailed response is attached.



The Supplier response will become Annex B of this Order Form.

Commercially Sensitive Information

Commercially Sensitive Information relating to the Supplier, its IPR or its business, or which the Supplier is indicating to the Customer that, if disclosed by the Customer, would cause the Supplier significant commercial disadvantage or material financial loss.

Key Personnel

Please see Customer details in section B to confirm if required. See clause 24 of the Call Off Terms for details

Key Role	Key Personnel Name	Key Personnel telephone number	Key Personnel email address

Complaint handling

Please provide details of a single contact who will be responsible for Complaint handling as detailed in clause 53 of the Call Off Terms.

Name of key contact	
Job role	
Telephone number	
Email address	
Postal address	

Dispute Resolution - Supplier

Please provide details of the role within your organisation that would deal with Disputes (if different from the contact given above). See Call Off Schedule 11, clause 3.1 for details.

Supplier Equipment

Please detail any equipment that will be necessary to provide the Services requested by the Customer. See clause 29 of the Call Off Terms



Performance Monitoring & Reporting

Please provide details (3.1.1 to 3.1.5) as required in part B of Call Off Schedule 6, paragraph 1.2.

Total contract value

Please provide an estimated total contract value (for the Call Off Initial Period) as detailed in your attached response to the Customer's Statement of Requirements.

Lot Number	Title	contract value (ex VAT)
1	REDACTED	REDACTED
2	REDACTED	REDACTED
4	REDACTED	REDACTED
5	REDACTED	REDACTED
6	REDACTED	REDACTED
7	REDACTED	REDACTED
Overall Contract Value:		£13,955.68

Please provide a summary breakdown of the total contract value.



Section E Call Off Contract award

This Call Off Contract is awarded in accordance with the provisions of the Network Services Framework Agreement RM1045.

The Supplier shall supply the Services specified in this Order Form to the Customer on and subject to the terms of this Order Form, the appendices to this Order Form, as completed by the Customer, Annex A and Annex B and the Call Off Terms (together referred to as the “Call Off Contract”) for the duration of the Call Off Contract Period.

Call Off Contract Commencement Date

The commencement date of the Call Off Contract will be the date of dispatch of this signed Order Form by the Customer to the successful Supplier in accordance with Framework Schedule 5 (Call Off Procedures) paragraph 8 (Call Off Award Procedure).

SIGNATURES

For and on behalf of the Supplier (at submission of Short Form Tender Response)

Name	
Job role/title	
Signature	
Date	

For and on behalf of the Customer (at Call Off Contract award)

Name	
Job role/title	
Signature	
Date of dispatch	

Please note that if an Order Form is sent to a supplier by post, the postal address provided on the agreement web page <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045> should be used.

Please see the documents tab, and refer to Suppliers by lot, this document also provides an email address for each supplier.

For Supplier use

Unique Call Off Contract identifier

A unique Order reference number provided by the Supplier at the time of Call Off Contract award. This number must be reported in the financial MI return.

[Click here to enter text.](#)



Crown
Commercial
Service

Annex A

REDACTED



Annex B

Please attach a copy of the Supplier's response, as Annex B of this Order Form.

Please do not embed the document.

All Information is contained within Annex A



CALL OFF SCHEDULE 12: VARIATION FORM

No of Order Form being varied:

.....

Variation Form No:

.....

BETWEEN:

[insert name of Customer] ("the Customer")

and

[insert name of Supplier] ("the Supplier")

1. This Call Off Contract is varied as follows and shall take effect on the date signed by both Parties:

[Guidance Note: Insert details of the Variation]

2. Words and expressions in this Variation shall have the meanings given to them in this Call Off Contract.

3. This Call Off Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Customer

Signature

Date

Name (in Capitals)

Address

.....
Signed by an authorised signatory to sign for and on behalf of the Supplier

Signature

Date

Name (in Capitals)

Address