

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

## Order Form

CALL-OFF REFERENCE: **SR211087038**

BUYER ADDRESS  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

THE SUPPLIER: Wagstaff Bros Ltd

SUPPLIER ADDRESS:  
[REDACTED]  
[REDACTED]  
[REDACTED]

REGISTRATION NUMBER: [REDACTED]

DUNS NUMBER: [REDACTED]

SID4GOV ID: [REDACTED]

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **11/08/2021**.

It's issued under the Framework Contract with the reference number [RM6119](#) for the provision of office furniture that meets the Government Hub Programme.

### CALL-OFF LOT(S):

[Lot 8](#)

## 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](#)
3. The following Schedules in equal order of precedence:
  - Joint Schedules for [RM6119](#)
    - 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 10 (Rectification Plan)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Call-Off Schedules for [RM6119](#).
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 4 (Call-Off Tender)
    - 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 11 (Installation Works)
    - Call-Off Schedule 13 (Implementation Plan and Testing)
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 16 (Benchmarking)
    - Call-Off Schedule 18 (Background Checks)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) [RM6119](#)

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.

## **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: **12/08/2021**

CALL-OFF EXPIRY DATE: **11/08/2023**

CALL-OFF INITIAL PERIOD: 24 Months

## **CALL-OFF DELIVERABLES**

Fit-out of the Manchester Regional Centre (Hub) as part of the Government Hubs HMRC Locations Programme. The requirement will include both task (desking, task chairs, monitor arms, storage and sundry items) and loose furniture (meeting room furniture, collaboration furniture including high benching, stools, booths, pods, acoustic and lounge chairs and sundry items).

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 **£834,042.48**.

## **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)]

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:



- [Indexation]
- [Specific Change in Law]
- [Benchmarking using Call-Off Schedule 16 (Benchmarking)]

## 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: [REDACTED]

Role: Commercial Lead - Sourcing

E-mail: [REDACTED]

## 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

Appended at Call-Off Schedule 9

## **SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
Bid Manager

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

## **SUPPLIER'S CONTRACT MANAGER**

[REDACTED]  
Bid Manager

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

## **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**

Not Applicable

## **KEY SUBCONTRACTOR(S)**

Not Applicable

## **COMMERCIALLY SENSITIVE INFORMATION**

Supplier's Commercially Sensitive Information

## **SERVICE CREDITS**

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

A Critical Service Level Failure is: Failure to Supply, deliver and install furniture within agreed timeframes

The Service Period is: One Month

**Service Credit Cap** (Call Off Schedule 1 (Definitions)):

Not applied however HMRC reserve the right to invoke the Rectification Plan Process.

**Customer periodic reviews of Service Levels**

Not applied

**Retention Sum**

If the supplier fails to achieve KPI 1. PRODUCT outlined in Call-Off Schedule 4 - Call-Off Tender (KPI reporting template), then HMRC reserve the right to retain 5% of the value i.e. for a £100k project the retention would be £5000.

The Supplier (Wagstaff) are not reliant on [REDACTED] achieving their programme for desk installation to meet KPI 1 Product. Both Wagstaff and [REDACTED] will have separate programme's which will follow from one another but will not be linked to the retention.

**ADDITIONAL INSURANCES**

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



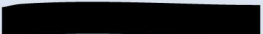
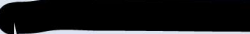



**GUARANTEE**

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 in Call-Off Schedule 4 (Call-Off Tender)]

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