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

**Order Form**

CALL-OFF REFERENCE: **CCSO20A50**

THE BUYER: **HM PASSPORT OFFICE**

BUYER ADDRESS **REDACTED**

THE SUPPLIER: **CDW LIMITED**

SUPPLIER ADDRESS: **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 27/06/2020

It’s issued under the Framework Contract with the reference number RM6068 for the provision of Technology Products and Associated Services.

CALL-OFF LOT(S):

* Lot 3 Software & Associated Services

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) RM6068
3. The following Schedules in equal order of precedence:

* Joint Schedules for RM6068
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Call-Off Schedules for **CCSO20A50**
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 6 (ICT Services)
  + Call-Off Schedule 7 (Key Supplier Staff)
  + Call-Off Schedule 14 (Service Levels)

1. CCS Core Terms (version 3.0.6)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6068

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:  **27th JUNE 2020**

CALL-OFF EXPIRY DATE: **27th JUNE 2021**

CALL-OFF INITIAL PERIOD: **TWELVE (12) MONTHS**

CALL-OFF OPTIONAL EXTENSION **TWELVE (12) MONTHS**

PERIOD

CALL-OFF DELIVERABLES

Call-off Agreement signed within 1 day of contract award. Renewal of items to be in place by 27th June 2020 until 26th June 2021.

LOCATION FOR DELIVERY

REDACTED

DATES FOR DELIVERY OF THE DELIVERABLES

Contract to be in place by 27th June 2020.

TESTING OF DELIVERABLES

None.

WARRANTY PERIOD

There is no warranty period for this Contract.

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£6,052.15.

CALL-OFF CHARGES

As per Call-Off Schedule 5 – Pricing Schedule.

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 a Specific Change in Law or Benchmarking using Call-Off Schedule 16 (Benchmarking) where this is used.

REIMBURSABLE EXPENSES

None.

PAYMENT METHOD

Payment will be made 30 days following receipt of a correctly submitted invoice. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

BUYER’S INVOICE ADDRESS:

REDACTED

BUYER’S AUTHORISED REPRESENTATIVE

REDACTED

BUYER’S ENVIRONMENTAL POLICY

Not Applicable.

BUYER’S SECURITY POLICY

Not Applicable.

SUPPLIER’S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER’S CONTRACT MANAGER

REDACTED

PROGRESS MEETING FREQUENCY

The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.

The Supplier will present new ways of working to the Authority during Contract review meetings.

KEY SUBCONTRACTOR(S)

None.

COMMERCIALLY SENSITIVE INFORMATION

None.

SERVICE CREDITS

None.

ADDITIONAL INSURANCES

None.

GUARANTEE

None.

SOCIAL VALUE COMMITMENT

None.

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | REDACTED | Signature: | REDACTED |
| Name: | REDACTED | Name: | REDACTED |
| Role: | REDACTED | Role: | REDACTED |
| Date: | 29/06/2020 | Date: | 30/06/2020 |