



Crown  
Commercial  
Service

**Technology Products 2 Agreement RM3733  
Framework Schedule 4 - Annex 1**

## **Order Form**

In this Order Form, capitalised expressions shall have the meanings set out in Call Off Schedule 1 (Definitions), Framework Schedule 1 or the relevant Call Off Schedule in which that capitalised expression appears.

The Supplier shall supply the Goods and/or Services specified in this Order Form to the Customer on and subject to the terms of the Call Off Contract for the duration of the Call Off Period.

This Order Form should be used by Customers post running a Further Competition Procedure under the Technology Products 2 Framework Agreement ref. RM3733.

The Call Off Terms, referred to throughout this document, are available from the Crown Commercial Service website at <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3733>



## Section A General information

This Order Form is issued in accordance with the provisions of the Technology Products 2 Framework Agreement RM3733.

### Customer details

#### Customer organisation name

Amnesty International (AI)

#### Billing address

Your organisation's billing address - please ensure you include a postcode

REDACTED

#### Customer representative name

The name of your point of contact for this Order

(i) REDACTED

(ii) REDACTED

#### Customer representative contact details

Email and telephone contact details for the Customer's representative

(i) Tel: REDACTED Email: REDACTED

(ii) Tel: REDACTED Email: REDACTED

### Supplier details

#### Supplier name

The Supplier organisation name, as it appears in the Framework Agreement

TOTAL COMPUTER NETWORKS LTD

#### Supplier address

Supplier's registered address

REDACTED

#### Supplier representative name

The name of the Supplier point of contact for this Order

REDACTED

#### Supplier representative contact details

Email and telephone contact details of the supplier's representative

Tel: REDACTED Email: REDACTED

#### Order reference number

A unique number provided by the supplier at the time of quote

Not Applicable



## Section B

### Overview of the requirement

#### Framework Lot under which this Order is being placed

Tick one box below as applicable

- |   |                                     |
|---|-------------------------------------|
| 1. HARDWARE                                       | <input checked="" type="checkbox"/> |
| 2. SOFTWARE                                       | <input type="checkbox"/>            |
| 3. COMBINED SOFTWARE AND HARDWARE REQUIREMENTS    | <input type="checkbox"/>            |
| 4. INFORMATION ASSURED PRODUCTS                   | <input type="checkbox"/>            |
| 5. VOLUME HARDWARE REQUIREMENTS (DIRECT FROM OEM) | <input type="checkbox"/>            |

#### Customer project reference

Please provide a project reference, this will be used in management information provided by suppliers to assist CCS with framework management

CCIH17C84

#### Call Off Commencement Date

The Call Off Commencement Date is the date on which the Call Off Contract is formed – this should be the date of the last signature on Section E of this Order Form

15/03/2018

#### Call Off Contract Period (Term)

A period in Months which does not exceed 60 Months (5 years) - **leave blank if this is a simple transactional Goods purchase**. Where established as an initial and extension period complete the fields below

Contract will expire on 31/12/2019

**Call Off Initial Period** Months

Not Applicable

**Call Off Extension Period (Optional)** Months

Not Applicable

#### Specific Standards or compliance requirements

Include any conformance or compliance requirements with which the Goods and/or Services must meet

As per the Appendix B – Statement of Requirements.

## Section C

### Customer Core Goods and/or Services Requirements

Please provide details of all Goods and/or Services required (including any items which are considered business critical) including the locations where the supplier will be required to deliver the service/s Ordered.



### Goods and/or Services

Initial quantities (12) purchased at the time of contract placement;

Location	Product	Unit Cost	Quantity	Total Cost
London, UK	Dell Latitude E7280 Laptop Inclusive of 3 Year Basic Warranty, Next Business Day Included, No Upgrade Selected	REDACTED	12	REDACTED
	Delivery <b>ALL CUSTOM DUTIES AND CHARGES MUST BE INCORPORATED INTO THIS LINE</b>	REDACTED	1	REDACTED

The following quantities will potentially be purchased under this call off contract in line with the pricing stated below;

No.	AI Office	Laptops	Docks
1	London, UK	50	50
2	Bangkok, Thailand	22	16
3	Colombo, Sri Lanka	20	20
4	Mexico City, Mexico	Unknown	Unknown
6	Dakar, Senegal	20	18
7	Nairobi, Kenya	29	27
8	Washington	3	3

Location	Product	Unit Cost
London, UK	Dell Latitude E7280 Laptop Inclusive of 3 Year Basic Warranty, Next Business Day Included, No Upgrade Selected	REDACTED
	Dell D6000 Docking Stations Inclusive of 1 Year Warranty Period	REDACTED
Bangkok, Thailand	Dell Latitude E7280 Laptop Inclusive of 3 Year Basic Warranty, Next Business Day Included, No Upgrade Selected	REDACTED
	Dell D6000 Docking Stations Inclusive of 1 Year Warranty Period	REDACTED
Washington	Dell Latitude E7280 Laptop Inclusive of 3 Year Basic Warranty, Next Business Day Included, No Upgrade Selected	REDACTED
	Dell D6000 Docking Stations Inclusive of 1 Year Warranty Period	REDACTED
Colombo, Sri Lanka	Dell Latitude E7280 Laptop Inclusive of 3 Year Basic Warranty, Next Business Day Included, No Upgrade Selected	REDACTED
	Dell D6000 Docking Stations Inclusive of 1 Year Warranty Period	REDACTED
Mexico City, Mexico	Dell Latitude E7280 Laptop Inclusive of 3 Year Basic Warranty, Next Business Day Included, No Upgrade Selected	REDACTED
	Dell D6000 Docking Stations Inclusive of 1 Year Warranty Period	REDACTED
Dakar, Senegal	Dell Latitude E7280 Laptop Inclusive of 3 Year Basic Warranty, Next Business Day Included, No Upgrade Selected	REDACTED
	Dell D6000 Docking Stations Inclusive of 1 Year Warranty Period	REDACTED
Nairobi, Kenya	Dell Latitude E7280 Laptop Inclusive of 3 Year Basic Warranty, Next Business Day Included, No Upgrade Selected	REDACTED
	Dell D6000 Docking Stations Inclusive of 1 Year Warranty Period	REDACTED

Power adaptors & keyboards will be relative to the local territory.

Indicative pricing per location can be found within Annex A – Indicative Delivery Pricing of this Order Form. Delivery pricing is indicative only and the Customer and the Supplier must mutually agree on all delivery charges before an order is placed.



#### Warranty Period, if applicable

**Laptops:** 3 Year Basic Warranty, Next Business Day Included, no upgrade selected.

**Docking Stations:** Manufactures Standard Warranty

#### Location/Site(s) for Delivery

**United Kingdom:** REDACTED

**Thailand:** REDACTED

**Washington:** REDACTED

**Sri Lanka:** REDACTED

**Mexico:** REDACTED

**Senegal:** REDACTED

**Kenya:** REDACTED

#### Dates for Delivery of the Goods and/or the Services

Within three (3) weeks of order placement for all locations stated above

**Software** List product details under each relevant heading below

##### Supplier Software

Not Applicable

##### Third Party Software

Not Applicable

Include license or link in Call Off  
Schedule 3

##### Maintenance Agreement

Not Applicable

Include terms or link in Call Off  
Schedule 3

#### Additional Clauses (see Annex 3 of Framework Schedule 4) Tick as required

##### Alternative Clauses

Scots Law  
Or

☐

Northern Ireland Law

☐

Non-Crown Bodies

☐

Non-FOIA Public  
Bodies

☐

##### Additional Clauses

Tick one box below as applicable

A: Termed Delivery – Goods

☐

B: Complex Delivery – Solutions  
(includes Termed Delivery – Goods)

☐

**NB Both of the above options  
require an Implementation Plan  
which should be appended to this  
Order Form**

##### Optional Clauses

Tick any applicable boxes below

C: Due Diligence

☐

D: Call Off Guarantee

☐

E: NHS Coding  
Requirements

☐

F: Continuous Improvement  
& Benchmarking

☐

G: Customer Premises

☐



H: Customer Property ☐

I: MOD Additional Clauses ☐

**Items licensed by the Customer to the Supplier (including any Customer Software, Customer Background IPR and Customer Data)**

Not Applicable

**Call Off Contract Charges payable by the Customer to the Supplier (including any applicable Milestone Payments and/or discount(s), but excluding VAT) and payment terms/profile including method of payment (e.g. Government Procurement Card (GPC) or BACS)**

£9,420.00

**Is a Financed Purchase Agreement being used?**

☐

Tick as required

If so, append to Call Off Schedule 2 as Annex A

**Estimated Year 1 Call Off Contract Charges (£)**

Not Applicable

For Orders with a defined Call Off Contract Period

## Section D

### Supplier response

Suppliers - use this section to provide any details that may be relevant in the fulfilment of the Customer Order

**Commercially Sensitive information**

Any information that the Supplier considers sensitive for the duration of an awarded Call Off Contract

Not Applicable

**Total contract value**

Please provide the total contract value (for the Call Off Initial Period) as detailed in your response to the Customer's statement of requirements

£9,420.00

## Section E

### Call Off Contract award

This Call Off Contract is awarded in accordance with the provisions of the Technology Products 2 Framework Agreement RM3733.

The Supplier shall supply the Goods and/or Services specified in this Order Form to the Customer on and subject to the terms of this Order Form and the Call Off Terms (together referred to as "the Call Off Contract") for the duration of the Call Off Contract Period.



## SIGNATURES

### For and on behalf of the Supplier

Name	REDACTED
Job role/title	REDACTED
Signature	REDACTED
Date	REDACTED

### For and on behalf of the Customer

Name	REDACTED
Job role/title	REDACTED
Signature	REDACTED
Date	REDACTED