

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

Order Form

CALL-OFF REFERENCE: SR671509288

THE BUYER: [REDACTED]

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

THE SUPPLIER: Flexiform

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 23/06/2021.

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 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 14 (Service Levels)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) [RM6119](#)

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: 23/06/2021

CALL-OFF EXPIRY DATE: 22/12/2021

CALL-OFF INITIAL PERIOD: 6 Months

CALL-OFF DELIVERABLES

The requirement is to transfer suitable furniture from Norfolk House, Birmingham (available from 21/06/2021) and 3 Wellington Place, Leeds (available from 16/04/2021) into Manchester Regional Centre, Salford, protecting the 8 year warranty by:

Planning reuse furniture to Manchester RC plans and updating BIM and Asset Inventories

Dismantle on site

Clean all items to an optimum standard

Provide pallets, protective wrapping, boxes for transportation.

Transport from site and store securely for 6 months

Reinstall all items into Manchester Regional Centre, Salford.

Items must be clean and ready for use.

- Delivery to be aligned with delivery and installation of 200 units from Solihull – already in storage from previous contract award.

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 **£570,656.00**.

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: [REDACTED]

Role: Commercial Lead - Sourcing

E-mail: [REDACTED]

Address: [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]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[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.

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 Buyers social value including any other relevant commitments or obligations within the framework.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	