



Crown
Commercial
Service

ROYAL NAVY AND ROYAL AIRFORCE

- and -

M INTEGRATED SOLUTIONS

CONTRACT

SO9568 EVENTS SERVICE

FRAMEWORK SCHEDULE 4
ORDER FORM AND CALL-OFF TERMS
FOR EVENTS PLANNING, DELIVERY AND RELATED SERVICES

Part 1 – Order Form for Events Planning, Delivery and Related Services

SECTION A

This Order Form is issued in accordance with the provisions of the Framework Agreement Events Planning, Delivery & Related Services (RM1049). The Supplier agrees to supply the Services specified below on and subject to the terms of this Call Off Contract and for the avoidance of doubt this Call Off Contract consists of the terms set out in this Order Form and the Call-Off Terms, together with the Call Off Schedules thereto.

Date **01/04/2016**

ORDER NUMBER TBC

FROM Ministry of Defence Royal Air Force and Royal Navy "**Customer**"

For the Royal Air Force
Redacted Text

For the Royal Navy
Redacted Text

TO M Integrated Solutions "Supplier"

Redacted Text

SECTION B

1. TERM

1.1 Call Off Commencement Date:

The contract will commence on 01/04/2016.

1.2 Call Off Expiry Date:

The contract will expire on 31/03/2019. There is no extension option to this Contract.

2. CUSTOMER CORE CONTRACTUAL REQUIREMENTS

2.1 Services required

Services shall be provided in line with the requirements outlined within Schedule 3.

2.1.1 The Supplier will liaise with the Customer direct for each subsequent draw down of services to ascertain the full scope of requirements, providing a confirmed proposal and costing method to the customer and a copy to the agent.

2.1.2 The Agent will confirm the Services with Customer to confirm the proposal meets their needs. Following confirmation the Agent will liaise with the Supplier to complete the P2P template making the 'order' available on the MOD payment system.

2.1.3 The Customer will send a purchase order (triggered by the P2P template) to the Supplier, this will act as confirmation/approval to proceed with service.

2.2 Location/Premises of Delivery

The activity will be undertaken across the UK and NI.

2.3 Implementation Plan

An implementation plan is not applicable as the supplier is an incumbent.

3. CALL OFF CONTRACT CHARGES AND PAYMENT

3.1 The firm maximum Call Off Contract Charges payable by the Customer, excluding travel expenses and VAT, are set out in this Call Off Contract Schedule 3d and 3e.

3.2 The maximum value of services called off under this contract will not exceed £3million for the Royal Navy and £9million for the Royal Air Force; the Customer does not guarantee any minimum spend under this Contract.

3.3 Invoices will be submitted quarterly in arrears and will provide a clear break down of costs and any associated travelling expenses.

3.4 Travelling expenses will only be reimbursed following Customer approval, with due regard to economy and in accordance with the Customer's policy; the Customer will provide the Supplier with details of the rates which apply.

3.5 The Supplier will adhere to the Customer's P2P process with regard to invoicing and related issues.

3.6 Payment will be via a purchase to payment (P2P) electronic system . The Supplier will be expected to submit all invoices electronically to the delegated officer in the RN (steve.fowle740@mod.uk) and RAF (kerstie.wright@rafcareers.com) for payment approval.

SECTION C

4. CUSTOMER OTHER CONTRACTUAL REQUIREMENTS

4.1 Relevant Convictions

See Clause 24.2

4.2 Staff Vetting Procedures

The Supplier will comply with any of the Customer's requirements for vetting under the Contract.

4.3 Exit Planning

See Schedule 7

4.4 Service Levels & Performance Monitoring

See Schedule 6

4.5 Business Continuity and Disaster Recovery

See Clause 18.

4.6 Liability

See Clause 29.3.

4.7 Insurance

See Clause 30.

4.8 Termination without cause

See Clause **Error! Reference source not found.**

4.9 Customer Key Personnel

4.9.1 The Royal Air Force

Redacted Text

4.9.2 The Royal Navy

Redacted Text

4.10 Supplier Key Personnel

Redacted Text

5. ADDITIONAL AND/OR ALTERNATIVE CLAUSES

5.1 Alternative and/or Additional Clauses

See Schedule 10

6. FORMATION OF CALL OFF CONTRACT

6.1 By signing and returning this Order Form (which may be done electronically) the Supplier agrees to enter a Call Off Contract with the Customer to provide the Services.

6.2 The Parties hereby acknowledge and agree that they have read the Order Form and the Call-Off Terms and by signing below agree to be bound by this Call Off Contract.

6.3 In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Call Off Contract shall be formed when the Customer acknowledges (which may be done electronically) the receipt of the signed copy of the Order Form from

the Supplier within two (2) Working Days from receipt (the “**Call Off Execution Date**”) and shall take effect on the Call Off Commencement Date.

For and on behalf of the Supplier:

Name and Title	
Signature	
Date	

For and on behalf of the Customer:

Name and Title	
Signature	
Date	

