

Attachment 4 - Order Form

CALL-OFF REFERENCE: CCIH21A07

THE BUYER: Department for Work and Pensions

BUYER ADDRESS: Caxton House, Tothill Street, Westminster,
London, SW1 9HA

THE SUPPLIER: Computercenter (UK) Ltd

SUPPLIER ADDRESS: 100 Blackfriars Road, SE1 8HL

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 23th November 2021

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 2 Hardware & 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 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 10 (Rectification Plan)

- Joint Schedule 12 (Supply Chain Visibility)
- Call-Off Schedules
 - Call-Off Schedule 5 (Pricing Details)

4. CCS Core Terms (version 3.0.6)
5. 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

Not used

CALL-OFF START DATE: 25th November 2021

CALL-OFF EXPIRY DATE: 24th May 2022

CALL-OFF INITIAL PERIOD: Six (6) Months

CALL-OFF OPTIONAL EXTENSION Not used **PERIOD**

CALL-OFF DELIVERABLES

REDACTED TABLE

LOCATION FOR DELIVERY

One UK address, to be confirmed no later than 2 weeks prior to the required delivery date

DATES FOR DELIVERY OF THE DELIVERABLES

All items to be delivered as one bulk delivery by 24th January 2022, subject to the Supplier receiving the items from the Manufacturer in good time to meet the 24th January 2022.

TESTING OF DELIVERABLES

Not used

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 12 (twelve) months manufacturer warranty as standard

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 equivalent to the total bid cost estimated at REDACTED

The maximum value Order Form value is estimated to be REDACTED This award is on a zero value commitment basis.

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

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 method BACS

BUYER'S INVOICE ADDRESS:

Department for Work and Pensions

APinvoices-DWP-U@sscl.gse.gov.uk

Box 406, SSCL, Phoenix House, Celtic Springs Business Park, Newport, NP10 8FZ

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

BUYER'S ENVIRONMENTAL POLICY

N/A

BUYER'S SECURITY POLICY

DWP Information Security Policy version 1

DWP Acceptable Use Policy version 2.5

DWP Physical Security Policy version 2.0

DWP Information Management Policy version 4.1

Available at: <https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards>

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER'S CONTRACT MANAGER

REDACTED

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Monthly on the first Working Day of each month

KEY STAFF

REDACTED

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

Product unit pricing

SERVICE CREDITS

Not used

ADDITIONAL INSURANCES

Not required

GUARANTEE

Not required

SOCIAL VALUE COMMITMENT – N/A

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)

REDACTED TABLE

Call-Off Schedule 1 (Transparency Reports)

- 1.1 The Supplier recognises that the Buyer is subject to PPN 01/17 (Updates to transparency principles v1.1 (<https://www.gov.uk/government/publications/procurement-policy-note-0117update-to-transparency-principles>)). The Supplier shall comply with the provisions of this Schedule in order to assist the Buyer with its compliance with its obligations under that PPN.
- 1.2 Without prejudice to the Supplier's reporting requirements set out in the Framework Contract, within three (3) Months of the Start Date the Supplier shall submit to the Buyer for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in the Annex of this Schedule.
- 1.3 If the Buyer rejects any proposed Transparency Report submitted by the Supplier, the Supplier shall submit a revised version of the relevant report for further Approval within five (5) days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Buyer. If the Parties fail to agree on a draft Transparency Report the Buyer shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.
- 1.4 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Buyer at the frequency referred to in the Annex of this Schedule.

Annex A: List of Transparency Reports

Please see embedded table:

Transparency Reports			
Title	Content	Format	Frequency
Performance	- inventory in stock - orders received - orders delivered	To be agreed	1st Day of the Month
Call off contract Charges	- Monthly charge - Charges to date	To be agreed	1st Day of the Month

Call-Off Schedule 5 (Pricing Details)

Pricing for Hardware & Services

The bid price template is provided for submission of supplier's final and binding pricing Please see embedded table:

REDACTED TABLE

For the avoidance of doubt any Goods provided by the Supplier that are not included on this core list will be supplied on a reasonable endeavours basis with pricing valid for thirty (30) calendar days from the date of quotation.

Prices provided will remain firm for the initial order volume.