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

**Order Form**

CALL-OFF REFERENCE: **701578442**

THE BUYER: **Ministry of Defence**

BUYER ADDRESS Deck 4, NCHQ, Whale Island, Portsmouth, PO2 8BY

THE SUPPLIER: Bates Office Services Ltd

SUPPLIER ADDRESS:Unit A1 – A4 Knights Park Industrial Park, Rochester, Kent, ME2 2LS

Redacted under FOIA Section 43, Commercial interests

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated TBC.

It’s issued under the Framework Contract with the reference number RM6119 Framework Contract Reference number] for the provision of Furniture & Associated Services name of goods and services].

CALL-OFF LOT(S): 1

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 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 7 (Financial Difficulties)
  + Joint Schedule 8 (Guarantee)
  + Joint Schedule 9 (Minimum Standards of Reliability)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
  + Joint Schedule 12 (Supply Chain Visibility)
* Call-Off Schedules for **701578442** 
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer)
  + Call-Off Schedule 3 (Continuous Improvement)
  + [Call-Off Schedule 5 (Pricing Details)
  + [Call-Off Schedule 11 (Installation Works)
  + [Call-Off Schedule 17 (MOD Terms)
  + [Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.7)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6119
3. [Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.]

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 START DATE: **17 September 2021**

CALL-OFF EXPIRY DATE:  **31 January 2022**

CALL-OFF INITIAL PERIOD:

CALL-OFF DELIVERABLES

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 **£116,134.66.** Estimated Charges in the first 12 months of the Contract.

CALL-OFF CHARGES

[Option B: See details in Call-Off Schedule 5 (Pricing Details)]

REIMBURSABLE EXPENSES

Not applicable

PAYMENT METHOD

Payment in arrears via CP&F & Exostar

BUYER’S INVOICE ADDRESS:

Ministry of Defence

Deck 4

NCHQ Whale Island

Portsmouth

BUYER’S AUTHORISED REPRESENTATIVE

Lynne Nazer

BUYER’S ENVIRONMENTAL POLICY

Not applicable

BUYER’S SECURITY POLICY

**Any personnel delivering goods will need to meet any requirements to access HMNB Portsmouth.**

SUPPLIER’S AUTHORISED REPRESENTATIVE

Clint Kirkwood

SUPPLIER’S CONTRACT MANAGER

Redacted under FOIA Section 40, Personal Information

PROGRESS REPORT FREQUENCY

Not applicable

PROGRESS MEETING FREQUENCY

Not applicable

KEY STAFF

Clint Kirkwood – Project Manager

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

A date for each delivery of goods will be stated in the contract or agreed between the Authority and the Contractor. In the event that any goods are not delivered by the Contractor until after any stated or agreed date (unless due to circumstances outside of the control of the Contractor), the Authority reserves the right to deduct 10% of the payment due for those goods for each week or portion of a week that passes before the goods are delivered.

If, at any time, any of the goods provided under the contract do not meet the required standard or quality, the Authority will not be obligated to buy any more goods unless it is satisfied that the required standard or quality will be met.

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

**Call-Off Schedule 20 (Call-Off Specification)**

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract

**Background**

1SL has directed the formation of the Royal Navy Warfighting Centre to underpin the restructuring of the Navy’s operate domain, embracing the Integrated Operating Concept and better preparing to deliver against a rapidly evolving global operating environment. Phase 1 of this project will bring together all the entities of the CSF Enterprise in an agile C2 enabled Strike Group Headquarters, located alongside an Operational Advantage Centre (Phase 2) at the Old Iron Foundry (OIF). These will become the Royal Navy’s ‘Centre of Excellence’ for operations, phase 1 and 2 is endorsed by NIPD at 2\* level (see attached Business Case and out-letter).

**Requirement**

To support the refurbishment and upgrade of the Old Iron Foundry (OIF) facility and the subsequent move of the CSF Enterprise to form the Strike Group Headquarters (SG HQ), the enclosed schedule of furniture is required to be delivered in phases from Dec 2021 to achieve Initial Operating Capability (IOC) by Q2 22. Each delivery of phase is aligned to the Project schedule and items must be grouped ‘by floor’ to ensure arrival in time for the programmed installation dates. (Construction within the OIF is currently underway).

Furniture requirements are distinctive to the refurbishment design. Items will need to be exact or meticulously matched to the below schedule in keeping with the theme and floorplate capacity. Specifically, size, shape and colour are critical in relation to cable installation and proposed floorplate capacity.

**Description of Work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** |  | **Total** | **Item** | **Description** |
| Basement | N/A | 50 | Chair | Standard sized Chair. Black polypropelene leg, shell and detachable writing tablet. Grey upholstered seat pad in grey fabric. |
| Basement | N/A | 16 | Chair | Standard sized Chair. Black polypropelene leg and shell. No arms. Grey upholstered seat pad in grey fabric. |
| Basement | N/A | 6 | Table | Table 1600mm W x 800mm D x 740mm H. White flip top (MFC top). Black reinforced steel legs with rollers. |
| Basement | N/A | 2 | Table | White lectern/presentation standard size table. |
| Basement | N/A | 1 | Table | Circular poseur table 900mm dia x 1050mm H. Black cutline top with white reinforced steel leg frame. |
| Basement | N/A | 3 | Stool | Circular high stool. 410mm dia x 760mm H. Grey upholstered seat pad, with black reinforced steel leg frame. |
| Basement | N/A | 2 | Sofa | 3-seater modular sofa upholstered in Charcoal Grey fabric. Comprising 1x L end arm section, 1x R end arm section, 1x middle section. Oak or black foot plinth. |
| Basement | N/A | 2 | Shelving | Foundry style shelving unit 1200mm W x 350mm D x 1200mm H. Black steel frame with Black oak top. |
| Basement | N/A | 2 | Table | Foundry style coffee table. 1160mm W x 640mm D x 420mm H. Reinforced Black steel frame with Black oak top. |
| Basement | N/A | 4 | Chair | Lounge Chair. 670mm W x 690mm D x 730(back)/430(seat)mm H. Solid Oak with oak veneer, painted Red. |
| Ground Floor | Meeting Room | 6 | Table | Table 1600mm W x 800mm D x 740mm H. White flip top (MFC top). Black reinforced steel legs with rollers. |
| Ground Floor | Meeting Room | 14 | Chair | Black mesh back cantilever conference chair. Chrome arm and legs. |
| Ground Floor | Meeting Room | 1 | Table | Meeting table 4800mm W x 1600mm D with Black MFC top. Chrome metal leg frame. |
| Ground Floor | Meeting Room | 16 | Chair | Height adjustable task chair. 605mm W x 480mm D. White frame with arms. Black mesh back and upholstered seat. |
| Ground Floor | Cellular Offices | 2 | Single Desk | White top/leg single workstation with cable management and modesty panels. 1600mm W x 800mm D. |
| Ground Floor | Cellular Offices | 2 | Pedestal | White steel 3-drawer lockable pedestal to sit underneath workstation. |
| Ground Floor | Cellular Offices | 2 | Chair | Height adjustable, all Black mesh task chair. |
| Ground Floor | Cellular Offices | 2 | Table | White top meeting table with White pedestal base. 1000mm dia x 725mm H. |
| Ground Floor | Cellular Offices | 6 | Chair | Black mesh back cantilever conference chair. Chrome arm and legs. |
| Ground Floor | Open Plan | 7 | Single Desk | White top, white leg single workstation with cable management and modesty panels. 1600mm W x 800mm D. |
| Ground Floor | Open Plan | 1 | Bank of Desks | Bank of 2; White top, white leg workstation with cable management. 1600mm W x 800mm D. |
| Ground Floor | Open Plan | 4 | Bank of Desks | Bank of 4; White top, white leg workstation with cable management. 1600mm W x 800mm D. |
| Ground Floor | Open Plan | 9 | Bank of Desks | Back of 6; White top, white leg workstation with cable management. 1600mm W x 800mm D. |
| Ground Floor | Open Plan | 79 | Pedestal | White steel 3-drawer pedestal to sit underneath workstation. |
| Ground Floor | Open Plan | 79 | Chair | Height adjustable, all Black mesh task chair. |
| First Floor | Meeting Room | 1 | Table | Meeting table 4800mm W x 1600mm D. Alfa style with Black MFC top. Chrome metal leg frame. |
| First Floor | Meeting Room | 14 | Chair | Height adjustable task chair. 605mm W x 480mm D. White frame with arms. Black mesh back and upholstered seat. |
| First Floor | Cellular Offices | 7 | Single Desk | White top, white leg single workstation with cable management and modesty panels. 1600mm W x 800mm D. |
| First Floor | Cellular Offices | 18 | Chair | Black mesh back cantilever conference chair. Chrome arm and legs. |
| First Floor | Cellular Offices | 2 | Cupboard | White 2-door MFC end-of-desk storage cupboard. 800mm W x 470mm D x 740mm H. Include 1 shelf |
| First Floor | Open Plan | 23 | Single Desk | White top/leg single workstation with cable management and modesty panels. 1600mm W x 800mm D. |
| First Floor | Open Plan | 1 | Bank of Desks | Bank of 4; White top, white leg workstation with cable management. 1600mm W x 800mm D. |
| First Floor | Open Plan | 27 | Pedestal | White steel 3-drawer pedestal to sit underneath workstation. |
| First Floor | Open Plan | 27 | Chair | Height adjustable, all Black mesh task chair. |
| First Floor | Open Plan | 1 | Table | Black-top -end table with White 4-leg frame. 2200mm x 1000mm |
| First Floor | Open Plan | 8 | Chair | Black mesh back cantilever conference chair. Chrome arm and legs. |
| Second Floor | Meeting Room | 1 | Table | Meeting table 5200mm W x 1600mm D. D-end with Black MFC top. Chrome metal leg frame. |
| Second Floor | Meeting Room | 1 | Table | Meeting table 2000mm W x 1000mm D. ith Black MFC top. Chrome metal leg frame. |
| Second Floor | Meeting Room | 22 | Chair | Black mesh back cantilever conference chair. Chrome arm and legs. |
| Second Floor | Cellular Offices | 27 | Single Desk | White top/leg single workstation with cable management and modesty panels. 1600mm W x 800mm D. |
| Second Floor | Cellular Offices | 2 | Bank of Desks | Bank of 2; White top, white leg workstation with cable management. 1600mm W x 800mm D. |
| Second Floor | Cellular Offices | 6 | Bank of Desks | Bank of 6; White top, white leg workstation with cable management. 1600mm W x 800mm D. |
| Second Floor | Cellular Offices | 91 | Pedestal | White steel 3-drawer pedestal to sit underneath workstation. |
| Second Floor | Cellular Offices | 91 | Chair | Height adjustable, all Black mesh task chair. |
| Second Floor | Cellular Offices | 1 | Table | White top meeting table with White pedestal base. 1000mm dia x 725mm H. |
| Second Floor | Cellular Offices | 1 | Table | White top meeting table with White pedestal base. 1200mm dia x 725mm H. |
| Second Floor | Cellular Offices | 1 | Table | Black-top able with white 4-leg frame. 2000mm x 1000mm. |
| Second Floor | Cellular Offices | 13 | Chair | Black mesh back cantilever conference chair. Chrome arm and legs. |
| Second Floor | Cellular Offices | 3 | Cupboard | White 2-door MFC end-of-desk storage cupboard. 800mm W x 470mm D x 740mm H. Include 1 shelf |
| Second Floor | Cellular Offices | 3 | Cupboard | White 2-door MFC storage cupboard. 800mm W x 470mm D x 2000mm H. Include 4 shelf |
| Second Floor | Open Plan | 2 | Single Desk | White top/leg single workstation with cable management and modesty panels. 1600mm W x 800mm D. |
| Second Floor | Open Plan | 1 | Bank of Desks | Bank of 2; White top, white leg workstation with cable management. 1600mm W x 800mm D. |
| Second Floor | Open Plan | 2 | Bank of Desks | Bank of 6; White top, white leg workstation with cable management. 1600mm W x 800mm D. |
| Second Floor | Open Plan | 5 | Bank of Desks | Bank of 8; White top, white leg workstation with cable management. 1600mm W x 800mm D. |
| Second Floor | Open Plan | 56 | Pedestal | White steel 3-drawer lockable pedestal to sit underneath workstation. |
| Second Floor | Open Plan | 56 | Chair | Height adjustable, all Black mesh task chair. |
| Second Floor | Open Plan | 4 | Cupboard | White 2-door MFC end-of-desk storage cupboard. 800mm W x 470mm D x 740mm H. Include 1 shelf |
| Second Floor | Open Plan | 1 | Table | Black-top D-end table with white 4-leg frame. 3600mm x 1000mm |
| Second Floor | Open Plan | 10 | Chair | Black mesh back cantilever conference chair. Chrome arm and legs. |
| Second Floor | Tea Point | 4 | Stool | Bar stool with wooden seat shell. 500mm W x 590mm D x 980mm H. |

**Contract Start Date and Duration**

**Schedule:**

The key activities in this project are the preparation of alternative offices for current occupants followed by delivering correct floor-by-floor laydown. Installation of the upgrade and furniture to time is imperative.

All furniture to be manufactured by 31/12/21 and available for call off for delivery in three deliveries during January 2022, subject to two weeks’ notice being provided.

**Security Considerations**

The delivery driver will require access to HMNB Portsmouth. Any security pass required will be organised by the Project Team when delivery dates are confirmed.

**Delivery details**

The items will be delivered to an office location in HMNB Portsmouth. The exact address will be provided on contract award. All delivery costs should be included in your tender response.

**Call-Off Schedule 5 (Pricing Details)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverables in accordance with Statement of Requirements** | | | | | | |
| **Item Number** | **Description** | **Delivery Date**  **(exact dates to be confirmed on contract award)** | **Unit of Measurement** | **Quantity** | **Firm Price (£) Ex VAT –**  **Per Item**  **(including any packaging, travel, delivery and importing)** | **Firm Price (£) Ex VAT**  **-Total**  **(including any packaging, travel, delivery and importing)** |
| 1 | Purchase of Furniture | December 2021 - January 2022 |  |  |  | £116,134.66 |
|  | | | | | **Total Price** | £116,134.66 |

Redacted under FOIA Section 40, Personal Information