



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

Home Office (HO)

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

REDACTED

REDACTED

Customer representative contact details

Email and telephone contact details for the Customer's representative

REDACTED

REDACTED

REDACTED

Supplier details

Supplier name

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

Millgate Limited

Supplier address

Supplier's registered address

REDACTED

REDACTED

REDACTED

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

REDACTED

Order reference number



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



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
CCIH18A41

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

The call-off contract shall commence 21st day of June 2018 and the Expiry Date will be on 1st July 2020, following expiry of the twenty-four (24) month equipment warranty and support period, which will commence on satisfactory delivery of the Goods. There will be no options to extend the contract. The total contract value shall be £13,984.00 excluding VAT.

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

The contract will be for a twenty-four (24) month period, inclusive of hardware warranties and support.

Call Off Initial Period Months
Twenty-four (24) months)

Call Off Extension Period (Optional) Months
N/A.

Specific Standards or compliance requirements

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

The specification for this requirement is outlined within the Appendix B – Statement of Requirements. The Customer's populated Schedule 5 in line with GDPR can be found under Annex A - Call-Off Schedule 5 Schedule of Processing, Personal Data and Data Subjects. By signing this Contract the Supplier has accepted the Customer's completed Annex A.



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

The Following Goods and Services will be provided:

Hardware				
Description		Quantity	Individual Cost (£)	Total Cost (£)
NEAL 9221P recorder. Fully Portable triple simultaneous CD interview recorder	PACE compliant Digital Audio Interview Recorders for the evidential recording of Equipment	8	REDACTED	REDACTED
12 months Maintenance Support Costs		1	REDACTED	REDACTED
Delivery costs (if any)			REDACTED	REDACTED
Total Costs Excluding VAT £				£13,984.00

KEY MILESTONES (as per the Appendix B Statement of Requirements):

Milestone	Description	Timeframe
1	Contract signed.	Within week one (1) of Contract Award
2	Complete and successful delivery of all the equipment	REDACTED

SERVICE LEVELS AND PERFORMANCE

KPI/SLA	Service Area	KPI/SLA description	Target
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1	Packaging	All items are to be securely packaged and delivered free from damage.	100%
2	Delivery Timescales	REDACTED	100%
3	Support	REDACTED	100%

Warranty & Support - Supplier Response:

- REDACTED
- REDACTED
- REDACTED
- REDACTED

Warranty Period, if applicable

The hardware will be supplied with a twenty-four (24) month return to factory warranty.

Location/Site(s) for Delivery

REDACTED
REDACTED
REDACTED
REDACTED

Dates for Delivery of the Goods and/or the Services

REDACTED

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	<input type="checkbox"/>
Northern Ireland Law	<input type="checkbox"/>

Additional Clauses

Tick one box below as applicable

A: Termed Delivery – Goods

B: Complex Delivery – Solutions

Optional Clauses

Tick any applicable boxes below

C: Due Diligence

D: Call Off Guarantee



		(includes Termed Delivery – Goods)		
Non-Crown Bodies	<input type="checkbox"/>	NB Both of the above options require an Implementation Plan which should be appended to this Order Form	E: NHS Coding Requirements	<input type="checkbox"/>
Non-FOIA Public Bodies	<input type="checkbox"/>		F: Continuous Improvement & Benchmarking	<input type="checkbox"/>
			G: Customer Premises	<input type="checkbox"/>
			H: Customer Property	<input type="checkbox"/>
			I: MOD Additional Clauses	<input type="checkbox"/>

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

List below
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)

Total Call Off Contract is £13,984.00 (excluding VAT)

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

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 (£)

For Orders with a defined Call Off Contract Period

£13,984.00 (Excluding VAT)

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

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

£13,984.00 (excluding VAT)

Hardware				
Description		Quantity	Individual Cost (£)	Total Cost (£)
NEAL 9221P recorder. Fully Portable triple simultaneous CD interview recorder	PACE compliant Digital Audio Interview Recorders for the evidential recording of Equipment	8	REDACTED	REDACTED
12 months Maintenance Support Costs		1	REDACTED	REDACTED
Delivery costs (if any)			REDACTED	REDACTED
Total Costs Excluding VAT £				REDACTED



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	
Job role/title	
Signature	
Date	

For and on behalf of the Customer

Name	
Job role/title	
Signature	
Date	