

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

CALL-OFF REFERENCE:	709428450
THE BUYER:	<b>REDACTED</b>
BUYER ADDRESS	DIO, Kentigern House, 65 Broad Street, Glasgow, G2 8EX
THE SUPPLIER:	Insight Direct (UK) Limited
SUPPLIER ADDRESS:	The Technology Building, Insight Campus, Terry Street, Sheffield, South Yorkshire, S9 2BU
REGISTRATION NUMBER:	02579852
DUNS NUMBER:	769387739
SID4GOV ID:	N/A

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 5 December 2023.

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 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 10 (Rectification Plan)

Joint Schedule 11 (Processing Data)

Joint Schedule 12 Supply Chain Visibility

- Call-Off Schedules for 709428450 Call-Off reference number

Call-Off Schedule 1 (Transparency Reports)]

Call-Off Schedule 3 (Continuous Improvement)

Call-Off Schedule 5 (Pricing Details)

Call-Off Schedule 7 (Key Supplier Staff)

Call-Off Schedule 8 (Business Continuity & Disaster Recovery) Part B

Call-Off Schedule 9 (Security) Part C

Call-Off Schedule 10 (Exit Management) Part B

Call-Off Schedule 14 (Service Levels)

Call-Off Schedule 15 (Call-Off Contract Management)

Call-Off Schedule 16 (Benchmarking)

Call-Off Schedule 17 (MOD Terms)

Call-Off Schedule 18 (Background Checks)

Call-Off Schedule 23 (Optional Provisions) Part A

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**

The following (DEFCONS) are incorporated into this Call-Off Contract

DEFCONs

DEFCON No	Version	Description
<b><i>Applicable to all Lots:</i></b>		
DEFCON 5J	18/11/16	Unique Identifiers
DEFCON 68	10/22	Supply Of Data For Hazardous Articles, Material and Substances
DEFCON 76	11/22	Contractors Personnel At Government Establishments
DEFCON 90	06/21	Copyright
DEFCON 129	02/22	Packaging (For Articles Other Than Munitions)
DEFCON 129J	18/11/16	The Use Of Electronic Business Delivery Form
DEFCON 516	04/12	Equality
DEFCON 520	10/23	Corrupt Gifts And Payments of Commission
DEFCON 522	11/21	Payment And Recovery of Sums Due
DEFCON 531	09/21	Disclosure Of Information
DEFCON 532A	05/22	Protection Of Personal Data where Data is not being processed on behalf of the Authority
DEFCON 532B	12/22	Protection Of Personal Data where Data is being processed on behalf of the Authority
DEFCON 658	10/22	Cyber
DEFCON 659A	09/21	Security Measures
DEFCON 660	12/15	Official Sensitive Security Requirements
DEFCON 694	07/21	Accounting For Property Of The Authority

In the event of a conflict between any DEFCONs and DEFFORMS listed in the Order Form and the other terms in a Call Off Contract, the DEFCONs and DEFFORMS shall prevail.

These are available through <https://www.gov.uk/guidance/knowledge-in-defence-kid>

CALL-OFF START DATE: 8<sup>th</sup> December 2023

CALL-OFF EXPIRY DATE: 31st March 2024

CALL-OFF INITIAL PERIOD: 4 - Months

CALL-OFF OPTIONAL EXTENSION 12 Months to cover Batch Two

**CALL-OFF DELIVERABLES****Batch 1**

Item	Quantity	Unit Price Ex vat	Total Price Ex vat
Microsoft Surface Hub S2 50 inch	9	REDACTED	REDACTED
Battery 50 inch	3	REDACTED	REDACTED
Cart - 50 inch	9	REDACTED	REDACTED
50 inch Warranty - 3 years	9	REDACTED	REDACTED
Microsoft Surface Hub S2 85 inch	6	REDACTED	REDACTED
Cart - 85 inch	6	REDACTED	REDACTED
85 inch Warranty - 3 years	6	REDACTED	REDACTED

Delivery – To Site:	Glasgow-Kentigern House-G2 8EX	REDACTED
	Leuchars – KY16 0JW	REDACTED
	Rosyth -KY11 2BL	REDACTED
	McMullen Barracks - SO40 4ZG	REDACTED
	DIO HQ at DMS Whittington-WS14 9PY	REDACTED
	High Wycombe – HP14 4XE	REDACTED
	Menwith Hill – HG3 2RQ	REDACTED
	Colchester – CO2 7UT	REDACTED
	Catterick – DL9 3LR	REDACTED
	Woolwich-SE18 6XJ	REDACTED
Removal of package where required.		Included in Delivery Cost
	<b>Total Ex Vat</b>	<b>REDACTED</b>

**Batch 2 – Optional** – Note: This Batch 2 is Optional and will be called off by DIO when required and authorised by DIO Senior Commercial Manager

Item	Quantity	Unit Price Ex vat	Total Price Ex vat
Microsoft Surface Hub S2 50 inch	22	REDACTED	
Battery 50 inch	2	REDACTED	
Cart - 50 inch	22	REDACTED	
50 inch Warranty - 3 years	22	REDACTED	
Microsoft Surface Hub S2 85 inch	3	REDACTED	
Cart - 85 inch	3	REDACTED	
85 inch Warranty - 3 years	3	REDACTED	

Delivery – To site	Sites to be Confirmed if Required	To Be Confirmed
Removal of package where applicable		Included in Delivery Cost

## LOCATION FOR DELIVERY

Locations will vary upon request. Batch 1 details initial locations. Additional optional batch locations are yet to be finalised.

Batch 1: Glasgow-Kentigern House, Leuchars, Rosyth, McMullen Barracks, DIO HQ at DMS Whittington, High Wycombe, Menwith Hill, Colchester, Catterick and Woolwich.

Batch 2 Option – To be confirmed

## DATES FOR DELIVERY OF THE DELIVERABLES

Delivery date details – Specific delivery dates are yet to be finalised but high-level delivery dates for Batch 1 sites will be between Dec 23 and March 24. Orders placed will require delivery no later than 10 working days.

The supplier must comply with DEFCON129. Upon order, the supplier shall provide a Safety Data Sheet in respect of each Dangerous Good in accordance with the REACH Regulations 2007 (as amended) and the Health and Safety At Work Act 1974 (as amended).

Upon order and in advance of delivery the supplier shall provide itemised receipts with Serial number(s) to enable the appropriate MS Pro Licence to be assigned.

Within 10 working days of delivery the supplier shall register the device(s) with Microsoft for Warranty purposes.

## **TESTING OF DELIVERABLES**

Option A: None

## **WARRANTY PERIOD**

Warranty of 3 years is requested for the 50-inch and 85-inch devices. Carts are also to be included within warranty period - costs are to be provided in line with this requirement.

## **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 (Batch 1) Charges used to calculate liability in the first Contract Year – Batch One is £170,772.72. Estimated Charges in the first 12 months of the Contract.

## **CALL-OFF CHARGES**

£170,772.00 exclusive of vat, being the Charges for the Deliverables as per the Attachment 4 – Pricing Schedule -MS Surface Hubs for Batch One

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**

Expenses are not reimbursable and will be owned by the supplier.

## **PAYMENT METHOD**

Payment will be made through CP&F. (Purchase Order number TBC)

## **BUYER'S INVOICE ADDRESS:**

George Ford

Email: [George.Ford103@mod.gov.uk](mailto:George.Ford103@mod.gov.uk)

Electronic submission via Expstar to CP&F Purchase Order

## **BUYER'S AUTHORISED REPRESENTATIVE**

Stephen Armour

DIO Senior Commercial Manager

[Stephen.Armour100@mod.gov.uk](mailto:Stephen.Armour100@mod.gov.uk)

DIO, Kentigern House, 65 Broad Street, Glasgow, G2 8EX

## **BUYER'S ENVIRONMENTAL POLICY**

<https://www.gov.uk/government/publications/jsp-418-mod-corporate-environmental-protection-manual>

## **BUYER'S SECURITY POLICY**

<https://www.gov.uk/government/publications/security-policy-framework>

## **SUPPLIER'S AUTHORISED REPRESENTATIVE**

**REDACTED**

## **SUPPLIER'S CONTRACT MANAGER**

**REDACTED**

## **PROGRESS REPORT FREQUENCY**

Not required.

## **PROGRESS MEETING FREQUENCY**

Not required unless the authority deem necessary.

## KEY STAFF

REDACTED

## KEY SUBCONTRACTOR(S)

Not applicable

## COMMERCIALLY SENSITIVE INFORMATION

REDACTED

## SERVICE CREDITS

Not applicable

## ADDITIONAL INSURANCES

Not applicable

Insurances in accordance with Joint Schedule 3 (Insurance Requirements)

## GUARANTEE

Not applicable

## SOCIAL VALUE COMMITMENT

Not Applicable

For and on behalf of the Supplier:

Signature: REDACTED

Name:

Role:

Date:



## Framework Schedule 6

For and on behalf of Buyer:

Signature:

Name: **REDACTED**

Role: DIO Senior Commercial Manager

Date: 5 December 2023