

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

### Order Form

CALL-OFF REFERENCE: **CCSO21A05**

THE BUYER: **The Prime Minister's Office (Cabinet Office)**

BUYER ADDRESS The Prime Minister's Office  
10 Downing Street  
London  
SW1A 2AA

THE SUPPLIER: Insight Direct (UK) Ltd

SUPPLIER ADDRESS: 4th floor The Charter Building  
Charter Place  
Uxbridge  
UB8 1JG

REGISTRATION NUMBER: 02579852

DUNS NUMBER: 769387739

SID4GOV ID: 208171

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 18<sup>th</sup> March 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:

- Lot 3 Software & 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:

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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 9 (Minimum Standards of Reliability)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for CCSO21A05 Call-Off reference number
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 6 (ICT Services)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.6)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6068
6. Annexes A to E Call-Off Schedule 6 (ICT Services)

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 Special Terms are incorporated into this Call-Off Contract:

None

CALL-OFF START DATE: 1<sup>st</sup> April 2021

CALL-OFF EXPIRY DATE: 31<sup>st</sup> March 2024

CALL-OFF INITIAL PERIOD: Three (3) Years

CALL-OFF OPTIONAL EXTENSION PERIOD: One (1) plus One (1)

### CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)

### LOCATION FOR DELIVERY

All delivery will be via e-mail.

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### DATES FOR DELIVERY OF THE DELIVERABLES

Option A: Delivery date details

### TESTING OF DELIVERABLES

Option A: None

### WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 90 days.

### 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 £939,658.68 (ex VAT).

### 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 will be made in full on successful delivery of all the goods.

### BUYER'S INVOICE ADDRESS:

Cabinet Office  
PO Box 405  
SSCL, Phoenix House  
Celtic Springs Business Park  
Newport, NP10 8FZ

Email: APinvoices-CAB-U@gov.sscl.com

### BUYER'S AUTHORISED REPRESENTATIVE

**REDACTED**

The Prime Minister's Office  
10 Downing Street  
London  
SW1A 2AA

**BUYER'S ENVIRONMENTAL POLICY**

Not Applicable

**BUYER'S SECURITY POLICY**

Not Applicable

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**REDACTED**

Insight Direct (UK) LTD  
4th floor The Charter Building  
Charter Place  
Uxbridge  
UB8 1JG

**SUPPLIER'S CONTRACT MANAGER**

**REDACTED**

Insight Direct (UK) LTD  
4th floor The Charter Building  
Charter Place  
Uxbridge  
UB8 1JG

**PROGRESS REPORT FREQUENCY**

Not Applicable.

**PROGRESS MEETING FREQUENCY**

Not Applicable.

**KEY STAFF**

**REDACTED**

The Prime Minister's Office  
10 Downing Street  
London  
SW1A 2AA

Supplier:

**REDACTED**

Insight Direct (UK) LTD  
4th floor The Charter Building  
Charter Place  
Uxbridge  
UB8 1JG

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**KEY SUBCONTRACTOR(S)**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	REDACTED	Signature:	REDACTED
Name:	Roger Talbot	Name:	
Role:	REDACTED	Role:	REDACTED
Date:	REDACTED	Date:	REDACTED