

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

## Order Form

**CALL-OFF REFERENCE:** SR624312828

**THE BUYER:** [REDACTED]

**BUYER ADDRESS:** [REDACTED]

**THE SUPPLIER:** [REDACTED]

**SUPPLIER ADDRESS:** [REDACTED]

**REGISTRATION NUMBER:** [REDACTED]

**DUNS NUMBER:** [REDACTED]

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 9<sup>th</sup> April 2021.

It's issued under the Framework Contract with the reference number [RM6119](#) for the provision of office furniture that meets the Government Hub Programme.

### CALL-OFF LOT(S):

[Lot 8](#)

Framework Ref: RM6119  
Project Version: v1.0  
Model Version: v3.5

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### 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 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 7 (Financial Difficulties)
    - Joint Schedule 9 (Minimum Standards of Reliability)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Call-Off Schedules for [RM6119](#).
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 19 (Scottish Law)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) [RM6119](#)

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.

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**CALL-OFF SPECIAL TERMS**

The following Special Terms are incorporated into this Call-Off Contract:

Special Term 1: **HMRC Mandatory Terms**

CALL-OFF START DATE: 12/04/2021

CALL-OFF EXPIRY DATE: 12/10/2021

CALL-OFF INITIAL PERIOD: 6 Months

**CALL-OFF DELIVERABLES**

The requirement is to dismantle, remove and re-install existing furniture [REDACTED] [REDACTED] to dismantle and remove specified existing furniture (including peripherals & electrics) in required areas; to store in designated storage area; main contractor electrics to be ensure cable tied back under floor to create a clear area; to supply and install new bespoke furniture as specified. To re-install required existing furniture in specified area [REDACTED] [REDACTED]

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

**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:

**£33,819.52**

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**CALL-OFF CHARGES**

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

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)]

**REIMBURSABLE EXPENSES**

None.

**PAYMENT METHOD**

HMRC use an e-Trading Portal myBUY (provided by SAP Ariba) to manage all ongoing financial transactions with its suppliers.

HMRC has a "Purchase Order Mandatory Policy", Suppliers are required to register on the SAP Ariba Network in order to transact with HMRC via the e-Trading system and to ensure that they will continue to be able to receive purchase orders from and issue invoices to HMRC.

**BUYER'S INVOICE ADDRESS**

In accordance with HMRC's myBUY process

**BUYER'S AUTHORISED REPRESENTATIVE**

Name: [REDACTED]

Role: Commercial Lead - Sourcing

E-mail: [REDACTED]

Address: [REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**

**Available online at:** <https://www.gov.uk/government/organisations/hm-revenue-customs/about/procurement#supplying-to-hmrc>

**BUYER'S SECURITY POLICY**

Appended at Call-Off Schedule 9

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**SUPPLIER'S AUTHORISED REPRESENTATIVE**

██████████  
██

**SUPPLIER'S CONTRACT MANAGER**

██████████  
██

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month if required.

**PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter if required.

**KEY STAFF**

Not Applicable

**KEY SUBCONTRACTOR(S)**

Not Applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Supplier's Commercially Sensitive Information

**SERVICE CREDITS**

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).  
The Service Period is: ██████████

A Critical Service Level Failure is: Failure to Supply, deliver and install furniture within agreed timeframes

**ADDITIONAL INSURANCES**

Specified in accordance with Joint Schedule 3 (Insurance Requirements) if applicable.

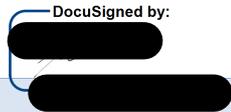
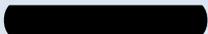
**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the Buyers social value including any other relevant commitments or obligations within the framework.

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	 DocuSigned by:	Signature:	 DocuSigned by:
Name:		Name:	
	Group Bid Manager	Role:	Commercial Lead
Date:	09/04/2021	Date:	09/05/2021