

Framework Schedule 4 (Order Form Template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE:	N/A
THE BUYER:	Department of Health and Social Care
BUYER ADDRESS	39 Victoria St, Westminster, London SW1H 0EU
THE SUPPLIER:	Bates Office Services Ltd
SUPPLIER ADDRESS:	Unit A1-A4 Knights Park Industrial Estate, Rochester, Kent ME2 2LS
REGISTRATION NUMBER:	3352929
DUNS NUMBER:	51-985-5464
SID4GOV ID:	N/A

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier.

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 for the provision of Furniture and Associated Services.

CALL-OFF LOT(S):
Not applicable

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 CCOF21A01 - Provision of Furniture and Associated Services for the Supply and Installation of Staff Lockers - Megalab Leamington Spa
 - ~~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 7 (Key Supplier Staff)
 - ~~[Call-Off Schedule 8 (Business Continuity and Disaster Recovery)]~~
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 11 (Installation Works)
 - ~~[Call-Off Schedule 12 (Clustering)]~~]
 - ~~[Call-Off Schedule 13 (Implementation Plan and Testing)]~~]
 - ~~[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 19 (Scottish Law)]~~]
 - Call-Off Schedule 20 (Call-Off Specification)
 - ~~[Call-off Schedule 21 (Northern Ireland Law)]~~]
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6119
6. 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.

Attachment 4 – Order Form and Call-Off Schedules

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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: **TBC**

CALL-OFF EXPIRY DATE: **TBC**

CALL-OFF INITIAL PERIOD: **TBC**

CALL-OFF DELIVERABLES

See 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.

CALL-OFF CHARGES

Option B: 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

All invoices shall be expressed in sterling. Unless the Parties agree otherwise in writing, all invoices shall be paid in sterling by electronic transfer of funds.

BUYER'S INVOICE ADDRESS:

[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

Any invoice shall be cross referenced to the Project - Office Furniture for Leamington Spa Mega-Lab to which it relates and shall be sent electronically to: **[REDACTED]** with a copy to the Contract Manager (To Be Confirmed) and such other person and at such place as DHSC may notify to from time to time.

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Version 1.0

Date June 2021

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SUPPLIER'S CONTRACT MANAGER

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar week for a duration of 8 calendar weeks covering the contract length.

PROGRESS MEETING FREQUENCY

Ad hoc as required

KEY STAFF

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

To be confirmed at contract award.

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

Attachment 4 – Order Form and Call-Off Schedules

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	Sales Director	Role:	Senior Commercial Manager
Date:	10/08/2021	Date:	12/08/21