

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

Order Form

CALL-OFF REFERENCE:	SR698328263
THE BUYER:	The Commissioners for Her Majesty's Revenue and Customs (HMRC)
BUYER ADDRESS	100 Parliament Street, London SW1A 2BQ
THE SUPPLIER:	Softcat Plc
SUPPLIER ADDRESS:	Thames Industrial Estate Fieldhouse Lane Marlow Buckinghamshire SL7 1TB
REGISTRATION NUMBER:	██████████
DUNS NUMBER:	██████████
SID4GOV ID:	██████████

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 05 Jan 2022
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 3: Software and Associated products

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 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for RM6068
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 8 (Business Continuity & Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management) Part
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 16 (Benchmarking)
 - Call-Off Schedule 20 (Call-Off Specification)
- 4 CCS Core Terms (version 3.0.6)
- 5 Joint Schedule 5 (Corporate Social Responsibility) RM6068
- 6 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:

Special Term 1

HMRC Mandatory Clauses

The Parties shall comply with the provisions of Special Schedule 4 (HMRC Mandatory Terms) in relation to the authority's mandatory terms

CALL-OFF START DATE: 01/02/2022
CALL-OFF EXPIRY DATE: 31st January 2025
CALL-OFF INITIAL PERIOD: 3 years
CALL-OFF OPTIONAL EXTENSION 12 months
PERIOD:

CALL-OFF DELIVERABLES

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

LOCATION FOR DELIVERY

Across the HMRC estate

DATES FOR DELIVERY OF THE DELIVERABLES

1st February 2022

MAXIMUM LIABILITY

The limitation of liability for this Order Contract as stated in Clause 11.2 of the Core Terms is adjusted in the following respect: each Party's total aggregate liability in each Contract Year under this Order Contract (whether in tort, contract or otherwise) is **125% of the Year 1 Charges**. In all other respects the provisions of Clause 11 of the Core Terms apply and have effect without amendment.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is based on the anticipated demand as per the DPS Order Schedule 5 – Your Prices.

CALL-OFF CHARGES

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

Recoverable as stated in the DPS Contract

PAYMENT METHOD

Purchase orders and Invoices transacted via MyBuy.

To facilitate payment, the Supplier shall use an electronic transaction system chosen by the Authority and shall:

- 1 - Register for the electronic transaction system in accordance with the instructions of the Authority; and
- 2 - Allow the electronic transmission of purchase orders and submitting of electronic invoices via the electronic transaction system.

BUYER'S INVOICE ADDRESS:

As per Purchase Order when issued

BUYER'S AUTHORISED REPRESENTATIVE

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BUYER'S ENVIRONMENTAL POLICY

Environmental and sustainability policy - May 2013 available online at:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/356348/Environmental_and_sustainability_policy.pdf

BUYER'S SECURITY POLICY

[Security policy framework, May 2018 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/356348/Security_policy_framework_May_2018.pdf)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month or to be agreed with Supplier

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter or to be agreed with Supplier

[REDACTED]
[REDACTED]

Framework Schedule 6

Name: [REDACTED] [REDACTED]

Role: [REDACTED] [REDACTED] [REDACTED]

Date: [REDACTED] [REDACTED] [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]