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

**Order Form**

|  |  |
| --- | --- |
| CALL-OFF REFERENCE: |  |
| THE BUYER: | Crown Commercial Service (CCS) |
| BUYER ADDRESS | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| THE SUPPLIER: | NQC Limited |
| SUPPLIER ADDRESS: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| REGISTRATION NUMBER: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| DUNS NUMBER: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
|  |  |

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.

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 5th February 2020.

It’s issued under the Framework Contract with the reference number RM6101 for the provision of Dynamic Purchasing Systems (DPS) and associated services

CALL-OFF LOT(S):

Lot 3

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) RM6101
3. The following Schedules in equal order of precedence:

Joint Schedules for RM6101:

* + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 6 (Key Sub-Contractors) – NOT USED
  + Joint Schedule 7 (Financial Difficulties)
  + Joint Schedule 8 (Guarantee)
  + Joint Schedule 9 (Minimum Standards of Reliability) – NOT USED
  + Joint Schedule 10 (Rectification Plan) – NOT USED
  + Joint Schedule 11 (Processing Data)

Call-Off Schedules:

* + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer) – NOT USED
  + Call-Off Schedule 3 (Continuous Improvement)
  + Call-Off Schedule 4 (Call-Off Tender) - NOT USED
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 6 (ICT Services)
  + Call-Off Schedule 7 (Key Supplier Staff)
  + Call-Off Schedule 8 (Business Continuity and Disaster)
  + Call-Off Schedule 9 (Security)
  + Call-Off Schedule 10 (Exit Management)
  + Call-Off Schedule 11 (Installation Works) – NOT USED
  + Call-Off Schedule 12 (Clustering)
  + Call-Off Schedule 13 (Implementation Plan and Testing) – NOT USED
  + Call-Off Schedule 14 (Service Levels)
  + Call-Off Schedule 15 (Call-Off Contract Management)
  + Call-Off Schedule 16 (Benchmarking) – NOT USED
  + Call-Off Schedule 17 (MOD Terms) – NOT USED
  + Call-Off Schedule 18 (Background Checks) – NOT USED
  + Call-Off Schedule 19 (Scottish Law) – NOT USED
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms
2. Joint Schedule 5 (Corporate Social Responsibility) RM6101

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 START DATE: |  | 01/04/2020 |  |  |
| CALL-OFF EXPIRY DATE:  CALL-OFF EXTENSION PERIOD: |  | 31/03/2024  4 years with the option to extend for a further two 12 month periods |  |  |

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

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

Recoverable as stated in the Framework Contract.

PAYMENT METHOD

Invoice and Purchase Order

BUYER’S INVOICE ADDRESS:

NQC Ltd

**REDACTED TEXT under FOIA Section 40, Personal Information**

BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

SUPPLIER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

SUPPLIER’S CONTRACT MANAGER

**REDACTED TEXT under FOIA Section 40, Personal Information**

PROGRESS MEETING FREQUENCY

Appended at Call-Off Schedule 15

COMMERCIALLY SENSITIVE INFORMATION

Appended at Joint Schedule 4

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

ADDITIONAL INSURANCES

Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements).

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Signature: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Name: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Name: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Role: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Role: | **REDACTED TEXT under FOIA Section 40, Personal Information** |