

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

Order Form

CALL-OFF REFERENCE: **VOA/2021/024**

THE BUYER: **Valuation Office Agency**

BUYER ADDRESS **8th Floor, 10 South Colonnade, Canary Wharf,
London, E14 4PY**

THE SUPPLIER: **Akhter Computers Limited**

SUPPLIER ADDRESS: **Akhter House, Perry Road, Harlow, Essex, CM18
7PN**

REGISTRATION NUMBER: **02253061**

DUNS NUMBER: **226384881**

SID4GOV ID: **226384881**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **20/07/21**. 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 2 Hardware & 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:

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

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- 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 **VOA/2021/024**
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity & Disaster Recovery) Part B. Supplier to provide Short Form plan within one (1) month of Call Off Start Date.
 - Call-Off Schedule 9 (Security) Part A
 - Call-Off Schedule 10 (Exit Management) Part B
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 16 (Benchmarking)
 - ⊖ Call-Off Schedule 20 (Call-Off Specification). Set out in ITT specification issued 26/05/21
- 4. CCS Core Terms (version 3.0.6)
- 5. Joint Schedule 5 (Corporate Social Responsibility) RM6068
- 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.

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: **23/06/2021**

CALL-OFF EXPIRY DATE: **22/06/2021**

CALL-OFF INITIAL PERIOD: **1 Year**

CALL-OFF OPTIONAL EXTENSION **1+1+1 Year, total Extension Period three (3) Years.**

PERIOD

CALL-OFF DELIVERABLES

Deliverables set out in ITT specification issued 26/05/21:

REDACTED

Quantity and Delivery Date to be determined by order placed through the Buyer's SAP Ariba catalogue.

LOCATION FOR DELIVERY

Location to be determined by delivery address provided at the point of order, through Buyer's SAP Ariba catalogue.

DATES FOR DELIVERY OF THE DELIVERABLES

Delivery to be processed within 24 hours of order through Buyer's ERP catalogue. Delivery to be within 5-14 working days. The VOA expectation is for delivery to be fulfilled within five (5) working days and the maximum in case of delays is fourteen (14) days. The supplier to advise lead times for individual items.

The Supplier shall inform VOA within fourteen (14) working days of any exceptional delays to delivery due to shipment issued beyond Supplier's control. The supplier shall endeavour to source alternative options as a priority.

TESTING OF DELIVERABLES

Supplier may be required to calibrate the laser measure devices before dispatch. Buyer's Contract Manager to confirm process.

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be a minimum of 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 £103,000.

CALL-OFF CHARGES

No.	Item description	Unit cost	% discount after 50 items ordered	Delivery cost per item	Average cost of repairing device	Collection of device for return/disposal	Notes

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1	Canon IXUS 85 - package price - (Canon IXUS 185 Camera Kit inc 32GB SD Card and Case - Black, USB Cable)	REDACTED					
2	Sony Cyber-shot DSCW810B - package price Sony DSC-WX350 Camera Black 18.2MP 20xZoom 3.0LCD FHD WiFi inc 16GB SD Card and Case - Black, USB Cable)	REDACTED					
3	<i>Alternative camera - package price</i> (PRAKTICA Luxmedia WP240 Graphite Camera Kit inc 32GB Micro SD Card and Case)	REDACTED					
4	Leica Disto D510	REDACTED					
5	SD memory card 16MB (minimum) - SDHC 16GB Class 10 BLU	REDACTED					
6	<i>Alternative laser measure - optional</i> BOSCH GLM 120 C LASER MEASURE	REDACTED					
7	Barcode scanner - Opticon OPL-9815 - optional - OPL-9815- GPS which includes wrist strap and battery in the box.	REDACTED					

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8	CRD-9723 Single Slot Charger incl PSU - optional - CRD- 9712-RU single cradle which includes RS232 interface cable + PSU+USB Cable for CRD-9723-RU	REDACTED					
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The forecast of demand for Year 1 is 225 cameras and 200 laser measures. The Buyer gives no undertaking to either meet, or be limited by, these indicative levels during the contract period.

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****BACS transfer****BUYER'S INVOICE ADDRESS:****REDACTED****BUYER'S AUTHORISED REPRESENTATIVE****REDACTED****BUYER'S ENVIRONMENTAL POLICY**

Other than the eco-efficient instructions set out in the ITT specification issued on 26/05/21, there is no additional policy to add.

BUYER'S SECURITY POLICY**REDACTED****SUPPLIER'S AUTHORISED REPRESENTATIVE****REDACTED****SUPPLIER'S CONTRACT MANAGER****REDACTED**

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month, Buyer to confirm content and format.

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter.

VOA to provide projections at this meeting to help Supplier understand volumes.

KEY STAFF

Buyer

REDACTED

Supplier

REDACTED

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Supplier pricing of devices

VOA Staff data

SERVICE CREDITS

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

The Service Credit Cap is: **35% of Year 1 Charges** .

The Service Period is: **one Month**

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)] and its subsequent response.

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	