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

**Order Form**

CALL-OFF REFERENCE: **RM6119 - Furniture & Associated Services**

THE BUYER: **The Driver and Vehicle Licensing Agency**

BUYER ADDRESS XXXXX redacted under FOI Section 40

THE SUPPLIER: Flexiform Business Furniture LTD

SUPPLIER ADDRESS:XXXXX redacted under FOI Section 40

REGISTRATION NUMBER: XXXXX redacted under FOI Section 40

DUNS NUMBER: XXXXX redacted under FOI Section 40

SID4GOV ID: **[Insert if known]**

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.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables.

# It’s issued under the Framework Contract with the reference number RM6119 for the provision of Furniture & Associated Services.

CALL-OFF LOT(S):

RM6119 - Lot 1

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 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 – Lot 1
	+ 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 11 (Installation Works)
	+ Call-Off Schedule 14 (Service Levels)
	+ Call-Off Schedule 20 (Specification)
1. CCS Core Terms (version 3.0.7)
2. 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 supplier will adhere to the 28 days delivery as outlined in the specification. Deliver all furniture items within a 28-working day period (this timescale is inclusive of delivery, build, and set-up all specialist chairs and delivery of all desks including electronic flat packed desks) from the initial order request

CALL-OFF START DATE:

CALL-OFF EXPIRY DATE:

CALL-OFF INITIAL PERIOD: 2 years

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.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is£105,112.82 in the first 12 months of the Contract.

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

Recoverable as stated in the Framework Contract

PAYMENT METHOD

BACS

BUYER’S INVOICE ADDRESS:

XXXXX redacted under FOI Section 40

BUYER’S AUTHORISED REPRESENTATIVE

XXXXX redacted under FOI Section 40

SUPPLIER’S AUTHORISED REPRESENTATIVE

XXXXX redacted under FOI Section 40

SUPPLIER’S CONTRACT MANAGER

XXXXX redacted under FOI Section 40

PROGRESS REPORT FREQUENCY

Monthly reports providing details of outstanding orders, deliveries, and completions. Format to be agreed. Delays must be notified to us ASAP.

PROGRESS MEETING FREQUENCY

Initially monthly, with frequency to be reviewed and agreed.

KEY STAFF

XXXXX redacted under FOI Section 40

KEY SUBCONTRACTOR(S)

**[Insert** name (registered name if registered)]

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not 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 social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

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