



Crown
Commercial
Service

**Technology Products 2 Agreement RM3733
Framework Schedule 4 - Annex 1**

Order Form

In this Order Form, capitalised expressions shall have the meanings set out in Call Off Schedule 1 (Definitions), Framework Schedule 1 or the relevant Call Off Schedule in which that capitalised expression appears.

The Supplier shall supply the Goods and/or Services specified in this Order Form to the Customer on and subject to the terms of the Call Off Contract for the duration of the Call Off Period.

This Order Form should be used by Customers post running a Further Competition Procedure under the Technology Products 2 Framework Agreement ref. RM3733.

The Call Off Terms, referred to throughout this document, are available from the Crown Commercial Service website at <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3733>



Section A General information

This Order Form is issued in accordance with the provisions of the Technology Products 2 Framework Agreement RM3733.

Customer details

Customer organisation name

HM Passport Office

Billing address

Your organisation's billing address - please ensure you include a postcode
Home Office Shared Service Centre, PO Box 5015, Newport, Gwent, NP20 9BB

Customer representative name

The name of your point of contact for this Order
REDACT

Customer representative contact details

Email and telephone contact details for the Customer's representative
REDACT

Supplier details

Supplier name

The Supplier organisation name, as it appears in the Framework Agreement
XMA Ltd

Supplier address

Supplier's registered address
Wilford Industrial Estate, Nottingham. NG11 7EP

Supplier representative name

The name of the Supplier point of contact for this Order
JREDACT

Supplier representative contact details

Email and telephone contact details of the supplier's representative
REDACT

Order reference number

A unique number provided by the supplier at the time of quote
CCIS17A27



Section B

Overview of the requirement

Framework Lot under which this Order is being placed

Tick one box below as applicable

- | | |
|---|-------------------------------------|
| 1. HARDWARE | ☐ |
| 2. SOFTWARE | ☐ |
| 3. COMBINED SOFTWARE AND HARDWARE REQUIREMENTS | ☒ |
| 4. INFORMATION ASSURED PRODUCTS | ☐ |
| 5. VOLUME HARDWARE REQUIREMENTS (DIRECT FROM OEM) | ☐ |

Customer project reference

Please provide a project reference, this will be used in management information provided by suppliers to assist CCS with framework management

CCIS17A27

Call Off Commencement Date

The Call Off Commencement Date is the date on which the Call Off Contract is formed – this should be the date of the last signature on Section E of this Order Form

01/04/2017

Call Off Contract Period (Term)

A period in Months which does not exceed 60 Months (5 years) - **leave blank if this is a simple transactional Goods purchase**. Where established as an initial and extension period complete the fields below

14 months from 1st April 2017 until 29th May 2018

Call Off Initial Period Months

14 months

Call Off Extension Period (Optional) Months

N/A

Specific Standards or compliance requirements

Include any conformance or compliance requirements with which the Goods and/or Services must meet

[Click here to enter text.](#)



Section C

Customer Core Goods and/or Services Requirements

Please provide details of all Goods and/or Services required (including any items which are considered business critical) including the locations where the supplier will be required to deliver the service/s Ordered.

Goods and/or Services

To include where relevant Packing/Packaging

Please refer to Appendix B Statement of Requirements

Warranty Period, if applicable

[Click here to enter text](#)

Location/Site(s) for Delivery

HMPO Smedley Hydro, Trafalgar Road, Southport. PR8 21HH

Dates for Delivery of the Goods and/or the Services

01/04/2017

Software List product details under each relevant heading below

Supplier Software

[Click here to enter text.](#)

Third Party Software

[Click here to enter text.](#)

Include license or link in Call Off Schedule 3

Maintenance Agreement

[Click here to enter text.](#)

Include terms or link in Call Off Schedule 3

Additional Clauses (see Annex 3 of Framework Schedule 4) Tick as required

Alternative Clauses

Scots Law
Or

☐

Northern Ireland Law

☐

Non-Crown Bodies

☐

Non-FOIA Public
Bodies

☐

Additional Clauses

Tick one box below as applicable

A: Termed Delivery – Goods

☐

B: Complex Delivery – Solutions
(includes Termed Delivery – Goods)

☐

**NB Both of the above options
require an Implementation Plan
which should be appended to this
Order Form**

Optional Clauses

Tick any applicable boxes below

C: Due Diligence

☐

D: Call Off Guarantee

☐

E: NHS Coding
Requirements

☐

F: Continuous Improvement
& Benchmarking

☐

G: Customer Premises

☐

H: Customer Property

☐

I: MOD Additional Clauses

☐



Items licensed by the Customer to the Supplier (including any Customer Software, Customer Background IPR and Customer Data)

List below

[Click here to enter text.](#)

Call Off Contract Charges payable by the Customer to the Supplier (including any applicable Milestone Payments and/or discount(s), but excluding VAT) and payment terms/profile including method of payment (e.g. Government Procurement Card (GPC) or BACS)

[Click here to enter text.](#)

Is a Financed Purchase Agreement being used?

Tick as required

☐

If so, append to Call Off Schedule 2 as Annex A

Estimated Year 1 Call Off Contract Charges (£)

For Orders with a defined Call Off Contract Period

£27,362.39

Section D

Supplier response

Suppliers - use this section to provide any details that may be relevant in the fulfilment of the Customer Order

Commercially Sensitive information

Any information that the Supplier considers sensitive for the duration of an awarded Call Off Contract

[Click here to enter text.](#)

Total contract value

Please provide the total contract value (for the Call Off Initial Period) as detailed in your response to the Customer's statement of requirements

£27,362.39



Section E

Call Off Contract award

This Call Off Contract is awarded in accordance with the provisions of the Technology Products 2 Framework Agreement RM3733.

The Supplier shall supply the Goods and/or Services specified in this Order Form to the Customer on and subject to the terms of this Order Form and the Call Off Terms (together referred to as “the Call Off Contract”) for the duration of the Call Off Contract Period.

SIGNATURES

For and on behalf of the Supplier

Name	REDACT
Job role/title	REDACT
Signature	REDACT
Date	21 st March 2017

For and on behalf of the Customer

Name	REDACT
Job role/title	REDACT
Signature	REDACT
Date	22 nd March 2017