**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.

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| **Customer details** |
| **Customer organisation name**  Department for Work & Pensions |

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| **Billing address**  Your organisation’s billing address - please ensure you include a postcode  2 St. Peter’s Sq, Manchester, M23AA |

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| **Customer representative name**  The name of your point of contact for this Order  [redacted] |

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| **Customer representative contact details**  Email and telephone contact details for the Customer’s representative  [redacted] |

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| **Supplier details** |
| **Supplier name**  The Supplier organisation name, as it appears in the Framework Agreement  Probrand Ltd. |

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| **Supplier address**  Supplier’s registered address  45-55 Camden St. Birmingham, B1 3BP |

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| **Supplier representative name**  The name of the Supplier point of contact for this Order  [redacted] |

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| **Supplier representative contact details**  Email and telephone contact details of the supplier’s representative  [redacted] |

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| **Order reference number**  A unique number provided by the supplier at the time of quote  Click here to enter text. |

**Section B**

**Overview of the requirement**

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| **Framework Lot under which this Order is being placed**  Tick one box below as applicable | |
| 1. HARDWARE |  |
| 1. SOFTWARE |  |
| 1. COMBINED SOFTWARE AND HARDWARE REQUIREMENTS |  |
| 1. INFORMATION ASSURED PRODUCTS |  |
| 1. VOLUME HARDWARE REQUIREMENTS (DIRECT FROM OEM) |  |

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| **Customer project reference**  Please provide a project reference, this will be used in management information provided by suppliers to assist CCS with framework management  Hardware, Delivery & Deployment of Surface Hubs |

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| **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  16/02/2018 |

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| **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 periodcomplete the fields below  Until all delivery is completed. | |
| **Call Off Initial Period** Months  Click here to enter text. | **Call Off Extension Period (Optional)** Months  Click here to enter text. |

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| **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*

[redacted] This is a total spend of £152,857.13.

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Hardware** | **Number** | **Price per Unit** | **Total Price (excluding VAT)** | **Notes** | |  |  |  |  |  | | 84" Microsoft Surface Hub | 5 | [redacted] | [redacted] | Compatible Wireless keyboard included | | 55" Microsoft Surface Hub | 9 | [redacted] | [redacted] | Compatible Wireless keyboard included | | 55" Sahara Trolley | 9 | [redacted] | [redacted] |  | | Total | 17 | [redacted] | [redacted] |  | |  |  |  |  |  | |

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| **Warranty Period, if applicable**  There is a standard warranty period of 1 year, included within the price. |

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| **Location/Site(s) for Delivery**  The following equipment will be delivered and deployed to the following locations.  Delivery and installation covers taking the surface hubs into the rooms they need to be installed in, fitting them to the trolleys, plugging them into the walls and network and confirming they correctly function.  Should any of the lifts at any of the DWP sites be of insufficient size or should any of the building layout hinder delivery of the surface hubs, DWP accept that a site survey and increased delivery cost will be required.  The full delivery locations and costs are seen below.  [redacted] |

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| Dates for Delivery of the Goods and/or the Services  The department will liaise with Probrand to sort out the necessary delivery and installation dates. These will all occur before the end of March. | | |
| Software List product details under each relevant heading below | | |
| Supplier Software  No software is being bought. | Third Party Software  No software is being bought.  Include license or link in Call Off Schedule 3 | Maintenance Agreement  No software maintenance agreement.  Include terms or link in Call Off Schedule 3 |

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| **Additional Clauses (see Annex 3 of Framework Schedule 4)** Tick as required | | | | | |
| **Alternative Clauses** |  | **Additional Clauses**  Tick one box below as applicable |  | **Optional Clauses**  Tick any applicable boxes below |  |
| Scots Law  Or |  | A: Termed Delivery – Goods |  | C: Due Diligence |  |
| Northern Ireland Law |  | B: Complex Delivery – Solutions  (includes Termed Delivery – Goods) |  | D: Call Off Guarantee |  |
| Non-Crown Bodies |  | **NB Both of the above options require an Implementation Plan which should be appended to this Order Form** |  | E: NHS Coding Requirements |  |
| Non-FOIA Public Bodies |  |  | F: Continuous Improvement & Benchmarking |  |
|  |  |  |  | G: Customer Premises |  |
|  |  |  |  | H: Customer Property |  |
|  |  |  |  | I: MOD Additional Clauses |  |

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| **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 | Click here to enter text. |

**Section D**

**Supplier response**

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

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| **Commercially Sensitive information**  Any information that the Supplier considers sensitive for the duration of an awarded Call Off Contract  No Commercially Sensitive Information |

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| **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 |

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| £152,857.13 (excluding VAT) or £183,428.55 (including VAT) |

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**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.

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| **SIGNATURES** |

**For and on behalf of the Supplier**

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| --- | --- |
| Name |  |
| Job role/title |  |
| Signature |  |
| Date |  |

**For and on behalf of the Customer**

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| --- | --- |
| Name |  |
| Job role/title |  |
| Signature |  |
| Date |  |