



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**

Ministry of Housing, Communities and Local Government (MHCLG)

**Billing address**

Your organisation's billing address - please ensure you include a postcode  
clginvoices@communities.gsi.gov.uk

**Customer representative name**

The name of your point of contact for this Order  
REDACTED

**Customer representative contact details**

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

### Supplier details

**Supplier name**

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

**Supplier address**

Supplier's registered address  
Unit 44, Wilford Industrial Estate, Ruddington Lane, Wilford, Nottingham NG11 7EP

**Supplier representative name**

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

**Supplier representative contact details**

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

**Order reference number**

A unique number provided by the supplier at the time of quote  
XMA MoH Sept18



## Section B

### Overview of the requirement

#### Framework Lot under which this Order is being placed

Tick one box below as applicable

- |   |                                     |
|---|-------------------------------------|
| 1. HARDWARE                                       | <input checked="" type="checkbox"/> |
| 2. SOFTWARE                                       | <input type="checkbox"/>            |
| 3. COMBINED SOFTWARE AND HARDWARE REQUIREMENTS    | <input type="checkbox"/>            |
| 4. INFORMATION ASSURED PRODUCTS                   | <input type="checkbox"/>            |
| 5. VOLUME HARDWARE REQUIREMENTS (DIRECT FROM OEM) | <input type="checkbox"/>            |

#### Customer project reference

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

CPD04/118/166 – 00245793/CCIH18A16

#### 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

12/09/2018

#### 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

36 months

**Call Off Initial Period** Months

[Click here to enter text.](#)

**Call Off Extension Period (Optional)** Months

12 months + 12 months.

#### Specific Standards or compliance requirements

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

Devices must have Windows 10 Pro minimum build level of 1803



## 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

#### Note

The hardware and quantities listed in the table below relate to the initial known rollout requirements. MHCLG are giving users a choice of a laptop or tablet and will order up to a combined total of 2,800 devices (including the quantities stated below) once user choices have been made. However, this number may increase further during the life of the contract should there be a machinery of government change or the department increases in size.

Bonded storage will be provided to the Customer free of charge for 3 months from the date of receipt into XMA warehouse, MHCLG to be notified of these dates and number of pallets held.

REDACTED See table below with estimated quantities

Description	Qty	Unit Price £	Specification
Microsoft Surface Laptop	800		Intel i5 7300U 2.6GHz 2 CPU Cores Windows 10 Pro (devices to be delivered in line with the Semi-Annual Channel with a minimum build level of 1803) 8 GB RAM Minimum 250GB SSD Graphic Resolution 2256 x 1504 13.5" Screen Standard 12 months warranty
Microsoft Surface Laptop	TBA		Specification as above (further quantities to be advised once known)
3 Year extended support for Microsoft Surface Laptop	800		Microsoft three year Extended Hardware Service Plan
3 Year extended support for Microsoft Surface Laptop	TBA		Specification as above (further quantities to be advised once known)
Microsoft Surface Pro 5	100		Intel i5 7300U 2.6GHz 2 CPU Cores Windows 10 Pro (devices to be delivered in line with the Semi-Annual Channel with a minimum build level of 1803) 8 GB RAM Minimum 180GB SSD



			Graphic Resolution 2736 x 1824 12.3" Screen Standard 12 months warranty
Microsoft Surface Pro 5	TBA		Specification as above (further quantities to be advised once known)
3 Year extended support for Microsoft Surface Pro 5	100		Microsoft three year Extended Hardware Service Plan
3 Year extended support for Microsoft Surface Pro 5	TBA		Specification as above (further quantities to be advised once known)
Phillips Monitor	1700		Philips Brilliance 258B6QUEB/00
Logitech Keyboard and Mouse	1800		Logitech Desktop MK120 (Mouse and Keyboard bundle)
Microsoft Surface Pro v5 Pen	100		
Microsoft Surface Pro v5 Pen	TBA		
Microsoft Surface Pro v5 Cover	100		
Microsoft Surface Pro v5 Cover	TBA		
Microsoft USB-C to Surflink adapter	1800		

#### Warranty Period, if applicable

Microsoft three year Extended Hardware Service Plan on the laptops and tablets procured through this contract.

#### Location/Site(s) for Delivery

Various MHCLG locations as per Appendix F of the ITT documents

#### Dates for Delivery of the Goods and/or the Services

September – December 2018. However, there may be some kit called off in early 2019.

**Software** List product details under each relevant heading below

#### Supplier Software

NA

#### Third Party Software

N

Include license or link in Call Off Schedule 3

#### Maintenance Agreement

Microsoft three year extended hardware service plan for devices

Include terms or link in Call Off Schedule 3



**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	<b>NB Both of the above options require an Implementation Plan which should be appended to this Order Form</b>	E: NHS Coding Requirements
Non-FOIA Public Bodies		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)**

All invoices are payable within thirty (30) days of invoice date.

**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

### Commercially Sensitive information

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

XMA regard all information relating to our People, Processes and Pricing as Commercially Sensitive



**Total contract value**

**Estimated £2,269,962.00 excluding VAT (based on quantities in Table 1) plus further estimated costs up to a ceiling of £2,800,000.00 excluding.**

The tables below detail the initial confirmed rollout contract spend (Table 1) and the estimated kit quantities listed in the ITT (Table 2). As stated in the ITT, the quantities in table 2 are estimates and are expected to change given that users will be given a choice of their end user device. MHCLG staff increases are also expected during the contract term which may increase spend up to an estimated £2,800,000.00 excluding VAT.

Detailed commercial costs redacted as requested by supplier



## 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	
Job role/title	
Signature	
Date	

##### For and on behalf of the Customer

Name	
Job role/title	
Signature	
Date	