

Order Form

Framework agreement reference: SBS10044

Date of order	19/12/2023	Order Number	7F-2023-I172 To be quoted on all correspondence relating to this Order
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FROM

Customer	The Police and Crime Commissioner for Hertfordshire
Customer's Address	Hertfordshire Constabulary Police HQ, Stanborough Road, Welwyn Garden City, Herts AL8 6XF
Invoice Address	As above
Contact Ref:	Name: Sarah Knight Address: as above Phone: 01480 422496 e-mail: Sarah.Knight@Cambs.police.uk Fax: N/A

TO

Supplier	[Getech Ltd]	"Supplier"
Supplier's Address	[53/ 57 Knightsdale Road, Ipswich. IP1 4 JQ]	
Account Manager	Name: [Geraldine Day] Address: [As above] Phone: [01473 243417] e-mail: [tpas@getech.co.uk] Fax: []	

GUARANTEE

Guarantee to be provided	No
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Where a guarantee is to be provided then this Contract is conditional upon the provision of a Guarantee to the Customer from the Guarantor in respect of the Supplier. Details of the Guarantor (if any) are set out below:

1. TERM
(1.1) Commencement Date 20/12/2023 [Guidance: Insert the date on which the Contract is to take effect.]
(1.2) Expiry Date One-off purchase until receipt of good via delivery to the stated locations.

2. GOODS AND SERVICES REQUIREMENTS	
(2.1) Goods and/or Services	
Goods - [725 x Dell UD22 Docking Station]	
The Customer agrees to purchase its requirement for the Goods or equivalent goods from the Supplier for this requirement of goods.	
Service Profile - [3 Years Advanced Exchange Service and Limited Hardware Warranty – with Vendor]	
<div>Minimum Order Value</div> <div>£ 90,625.00 + VAT</div>	
Optional Services	
Collection recycling	and <input type="checkbox"/>
Paper catalogue	<input type="checkbox"/>
Secure Collection	<input type="checkbox"/>

The full amount will be required to be delivered no later that the end of February 2024 to the three separate locations for Bedfordshire, Hertfordshire and Cambridgeshire Constabularies as per the addresses below:

The Police and Crime Commissioner for Bedfordshire, Police HQ, Woburn Road, Kempston, Milton Keynes, Bedfordshire MK43 9AX

The Police and Crime Commissioner for Cambridgeshire, Hinchingsbrooke Park, Huntingdon, Cambridgeshire PE29 6NP

The Police and Crime Commisisoner for Hertfordshire, Harpenden Police Station, 15 Vaughan Road, Harpendon, Hertfordshire AL5 4GZ

<p>(2.2) Premises</p> <p>[N/A]</p> <p><i>[Guidance: Insert details of any Premises where the Goods and/or Services are to be provided. It is not mandatory to include details. If none then insert "n/a".]</i></p>
<p>(2.3) Lease/ Licenses</p> <p>[N/A]</p> <p><i>[Guidance: Insert details of or reference to any lease or licence being granted by the Approved Organisations to the Supplier to enable it to provide the Services]</i></p>
<p>(2.4) Standards</p> <p>[N/A]</p> <p><i>[Guidance note: Insert details of any particular standards that will apply to the provision of the Goods and/or Services. Insert details of additional standards above. If none then insert "n/a".]</i></p>
<p>(2.5) Security Requirements</p> <p>Security Policy</p> <p>[N/A]</p> <p>Additional Security Requirements</p> <p>[N/A]</p> <p><i>[Guidance: Include any information regarding Security Requirements that are appropriate to the Customer or the location where the Services are being provided. Consider if there are any other specific security requirements relating to the Customer and include details.]</i></p> <p>Processing personal data under or in connection with this contract</p> <p>[NO]</p>
<p>(2.6) Exit Plan (where required)</p> <p>[NO]</p> <p><i>[Guidance: Customer to consider whether an Exit Plan is required for the Services.]</i></p>
<p>(2.7) Environmental Plan</p> <p>[NO]</p> <p><i>[Guidance: If required by the Customer, the Supplier shall create an environmental plan appropriate to this Contract.]</i></p>

3. SUPPLIER SOLUTION

(3.1) Supplier Solution

<p>[Supply only]</p> <p><i>[Guidance: If there are particular aspects of the Goods and/or Services that have been offered by the Supplier that you wish to record in the contract then these should be set out here.]</i></p>
<p>(3.2) Account structure including Key Personnel</p> <p>[Geraldine Day – Account Manager]</p> <p>Key Personnel: [N/A]</p> <p><i>[Guidance: Insert details of the Supplier's account structure. Also if there are any Key Personnel who you require to be involved in the ongoing relationship with the Supplier then insert details. Insert "n/a" if not relevant.]</i></p>
<p>(3.3) Sub-contractors to be involved in the provision of the Services and/or Goods</p> <p>[N/A]</p> <p><i>[Guidance: Insert details of any Sub-contractors being used by the Supplier]</i></p>
<p>(3.4) Outline Security Management Plan</p> <p>As set out below:</p> <p>[N/A]</p> <p><i>[Guidance: As part of the ordering process, Customers should require the Supplier to provide an outline plan and policy and include this in the Order Form in this paragraph 3.4.]</i></p>
<p>(3.5) Relevant Convictions</p> <p>A Relevant Conviction is a Conviction that is relevant to the nature of the Services to be provided</p> <p><i>[Guidance: You may wish to specify a particular conviction(s) e.g. involving dishonesty, violence, sexual offence]</i></p>
<p>(3.6) Implementation Plan</p> <p>N/A</p> <p>[Implementation phase and associated implementation plan]</p>

<p>4. PERFORMANCE QUALITY</p>
<p>(4.1) Key Performance Indicators</p> <p>[N/A]</p> <p><i>[Guidance: Insert details of any specific KPI's applicable to the Supplier here.]</i></p>
<p>(4.2) Service Levels and Service Credits</p> <p>When providing the Goods and/or Services, the Supplier shall as a minimum ensure that it achieves the following service levels: N/A</p>

If the level of performance of the Supplier during the Contract Period:

- (i) fails to achieve a Service Level in respect of each element of the Service, then the Customer shall be entitled to deduct the Service Credits from the Contract Price; and/or
- (ii) constitutes a Critical Service Failure, the Customer shall be entitled to terminate this Contract.

[Guidance: It is intended that the definition of critical service failure should link to a specified threshold of service level performance. The intention is to provide certainty over what level of service would trigger a termination right. If you wish to include such a concept then the definition above should be populated with relevant thresholds.]

5. PRICE AND PAYMENT

(5.1) Contract Price payable by the Customer in accordance with the commercial schedule set out in the framework agreement (including applicable discount but excluding VAT), payment profile and method of payment (e.g. Government Procurement Card (GPC) or BACS))

£90,625.00 + VAT

+

£725 delivery + VAT

(5.2) Invoicing and Payment

The Supplier shall issue a single invoice. The Customer shall pay the Supplier within [thirty (30) days] of receipt of a Valid Invoice, submitted in accordance with this paragraph 5.2, the payment profile set out in paragraph 5.1 above and the provisions of the Contract.

6. SUPPLEMENTAL AND/OR ADDITIONAL CLAUSES**(6.1) Supplemental requirements**


[N/A]

[Guidance: Include any additional requirements required by the Customer above. Examples could include:


- Any reference to the Approved Organisations requirements set out in any documents relating to a mini-competition and the Supplier's proposal**
- Whether the time for delivery of the Goods should be of the essence**
- Further provisions relating to financial distress of a supplier such as enhanced reporting / meetings, payment of charges into escrow to ensure payments are made to sub contractors and creation of a financial distress plan**
- Details of any particular obligations that the Customer has agreed to and provisions dealing with the control the consequences of any failure to meet such obligations such as, for example, payment deductions for failure to meet an agreed service level**
- Provisions relating to TUPE. The application of TUPE should be considered in every case and, if circumstances indicate that a TUPE transfer would be triggered, appropriate wording should be inserted.]**

BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Customer to provide the Goods and/or Services. The Parties hereby acknowledge and agree that they have read the NHS Conditions of Contract for purchase of goods and/or Services and by signing below agree to be bound by the terms of this Contract.

For and on behalf of the Supplier:

Name and Title	Geraldine Day Public Sector Account Manager
Signature	
Date	19 th December 2023

For and on behalf of the Customer:

Name and Title	Head of Category Management
Signature	
Date	Dec 19, 2023






SBS10044-7F-2023-I172-Order Form-NHS SBS-Getech-FINAL

Final Audit Report

2023-12-19

Created:	2023-12-19
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