

**Schedule 5**  
**PaMCPV Procurement Framework Agreement**  
**Call Off Order Form**



***[Draft Template]***

**SCHEDULE 05 to PaMCPV Procurement Framework Agreement**

**CALL OFF ORDER FORM**

**DRAFT/FINAL (DELETE AS APPROPRIATE)**

**Call Off Details**

Authority		Issue		Framework Agreement Ref:	
Call Off Order Ref. No.		Date			

Title of Call Off Order	
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PT Leader/ Proj. Mgr	
Post	
Address	
Postcode	
Tel. No:	
Fax No:	
E-mail	

Supplier Name	
Post	
Address	
Postcode	
Tel. No:	
Fax No:	
E-mail	

UIN	
IAC/RAC	

**1. Part 1 – Requirement**

**1.1 - Questions relating to a repeat purchase**

a. Is this a repeat purchase of a previous requirement? (Yes/No)

If Yes, what was the Requirement Reference: **[INSERT REF NO. + DOCUMENT REFERENCE VERSION]**

If No, go to b)

b. The work described in the specification attached to Call Off Order number **[INSERT REF NO. + DOCUMENT REFERENCE VERSION]**, dated DD/MM/YY and listed at Annex A to this Call Off Order form, is ordered for the duration given above.

**1.2 Order conditions**

All Conditions of the Framework Agreement including all Paragraphs forming part of Schedules 6 (Statement of Requirement) and Schedule 5 (Call Off Order arrangement) will apply as supplemented by the choice of terms below:

<b>1.2.1 Facility Security Clearance (FSC) Required</b> <i>(Select as applicable)</i>	
<b>Yes</b>	<input type="checkbox"/>
<b>No</b>	<input type="checkbox"/>
<b>Required By:</b>	

<b>1.2.2 Pricing Conditions Required</b>	
<b>Firm</b> <i>(In Pound Sterling £)</i>	<input checked="" type="checkbox"/>

<b>1.2.3 Additional Project Specific DEFCONS – <i>select all applicable</i></b>	
<b>DEFCON 646 – Law and Jurisdiction (Foreign Suppliers) [Only for Foreign Tenderers]</b>	<input type="checkbox"/>
<b>DEFCON 659A – Security Measures</b>	<input type="checkbox"/>
<b>DEFCON 656B – Termination for Convenience</b>	<input type="checkbox"/>
- Under £5M	<input type="checkbox"/>
- Over £5M	<input type="checkbox"/>
<b>DEFCON 621A – Transport</b>	<input type="checkbox"/>
- If the Authority Is responsible	<input type="checkbox"/>
<b>DEFCON 621B – Transport</b>	<input type="checkbox"/>
- If the Contractor Is responsible	<input type="checkbox"/>
<b>DEFCON 602 A– Quality Assurance – <i>With Deliverable Quality Plan</i></b>	<input type="checkbox"/>
<b>DEFCON 602 B – Quality Assurance - <i>Without Deliverable Quality Plan</i></b>	<input type="checkbox"/>
<b>DEFCON 602 C – Quality Assurance - <i>With Deliverable Quality Plan and QA information</i></b>	<input type="checkbox"/>
<b>DEFCON 627 – Quality Assurance – Requirement for a Certificate of Conformity</b>	<input type="checkbox"/>
<b>DEFCON 642 – Progress Meetings</b>	<input type="checkbox"/>
<b>DEFCON 117 - Supply of Documentation for NATO Codification and Defence Inventory Introduction</b>	<input type="checkbox"/>

<b>1.2.4 Quality Management</b>	
The Contractor shall operate and maintain a certificated Quality Management System (QMS) that meets the requirements of ISO 9001:2015 – Quality Management Systems-Requirements.	<input type="checkbox"/>
<b>1.2.4.1 Primary Quality Assurance Standards <i>(select as appropriate)</i></b>	
According to the product or scope of the work to be carried out, when stipulated in the Call Off Order, the Contractor shall meet the requirements of the following:	
<b>AQAP 2110 Edition 3</b> NATO Quality Assurance Requirements for Design, Development and Production and DEFCON 627 Quality Assurance - Requirement for a Certificate of Conformity	<input type="checkbox"/>
<b>AQAP 2120 Edition 3</b> NATO Quality Assurance Requirements for Production and DEFCON 627 Quality Assurance - Requirement for a Certificate of Conformity	<input type="checkbox"/>

<b>AQAP 2130 Edition 3</b> NATO Quality Assurance Requirements for Inspection and Test and DEFCON 627 Quality Assurance - Requirement for a Certificate of Conformity	<input type="checkbox"/>
<b>AQAP 2131 Edition 2</b> NATO Quality Assurance Requirements for Final Inspection and DEFCON 627 Quality Assurance - Requirement for a Certificate of Conformity	<input type="checkbox"/>
<b>Other:</b>	<input type="checkbox"/>
<b>No specific Quality Management System requirements are defined.</b>	<input type="checkbox"/>

<b>1.3. Deliverables</b>
<i>[To be defined at each Call Off Order]</i>

<b>1.4. Anticipated Contract Commencement Date</b>	<b>1.5 Requested Delivery/Completion Date</b>

**2. Part 2 – Quotation/Proposal**

**2.1 Questions relating to a repeat purchase of a previous requirement:**

- a. Have you tendered for the technical requirement as referenced in Part 1? (Yes/No)  
If Yes, please provide the proposal reference:
- b. Was your previous bid technically compliant? (Yes/No/Not Applicable)
- c. Do you wish to make changes to the previous proposal? (Yes/No/Not Applicable)

If Yes, please detail in 2.1 below, the summary of changes to your previous proposal.

If No, proceed to 2.2.

As per condition 47 of PaMCPV FA T&C's, compliant bids for previous proposals that match this requirement will receive identical scores unless the revisions are declared in this section. Revised documents that are declared below will be re-evaluated.

<b>2.1 Changes to Proposal (If applicable)</b>			
Document Name	Version No.	Page Reference(s)	Details of Change(s)


<b>2.2 Summary of Contractor Statement of Work</b>
<i>[Also include Reference to document provided as an attachment]</i>

<b>2.3 Proposal Supplementary Information (including completed DEFFORMS)</b>
<i>[Reference to document provided as an attachment]</i>

<b>2.4 Dependencies (if applicable)</b>

<b>2.5 Government Furnished Assets Requested (if applicable)</b>

<b>2.6 Payment – select as appropriate</b>			
On Completion	<input type="checkbox"/>	Milestone Payment Plan	<input type="checkbox"/>

The full text of Defence Conditions (DEFCONs) and Defence Forms (DEFFORMS) are available electronically via the [Knowledge in Defence \(KiD\) website](#).

**2.6.1 Milestone / Stage Payments** *(If applicable)*

The following deliverable(s) have been selected as significant events in the programme attracting payment to the value shown, on the date(s) given below:

Reference No:	Stage No	Title or description	Due Date	Value £k (ex VAT)

2.7 Price
Full Price Breakdown Document Reference:

**2.8 Total Quotation / Proposal Price**

Total Agreed Price - £k (ex VAT)	
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Additional Remarks/Comments (if applicable)

### 3. Part 3 - Offer/Acceptance

Following the evaluation of the Call Off Order proposal, the winning tenderer will be offered the Call Off Order Contract.

Dear [Name],

#### **Offer Of Call Off Contract under the PaMCPV Procurement Framework for the [Supply / Provision] of [Insert Call Off Order Reference] to [Company Name]**

1. As you are aware, the Authority intends to enter into the above contract with you.
2. Please sign and return the enclosed final version of the Contract within 10 working days of the date of this letter to acknowledge your acceptance of the Terms and Conditions.
3. Please note that no Contract will come into force until both parties have signed it. The Authority will countersign the Contract and return a copy of the same to you.
4. Payment will be made in accordance with the attached Terms and Conditions. If your company has not already provided its banking details to the Defence Business Services (DBS) Finance Branch, you will be contacted by the named Commercial Officer to provide this information as part of the Onboarding process to [Contracting, Purchasing and Finance \(CP&F\)](#).
5. To aid the Authority with obligations placed on it by HM Treasury regarding International Financial Reporting Standard (IFRS) 16, please advise in writing to **[insert email address]**, whether or not there are any assets (which are Contractor-owned or the Contractor has leased that are being used through the Contract) for which the Authority has a right-of-use explicitly or implicitly present within the Contract. Where you identify such assets, please provide a full list in writing, including their location and the extent of the right-of-use by the Authority. The lease term<sup>1</sup> will be assumed to be the duration of the Contract (from start and end dates); if the asset is not available for use for the Contract duration, please provide start and end dates of when the asset is available for use. Please refer to the [HM Treasury IFRS 16 Leases Application Guidance](#) for further information. **[Remove this condition if the total contract value is less than £2,000,000 and is not applicable to the relevant exclusions]**
6. Under no circumstances should you confirm to any third party that you are entering into a legally binding contract for **[insert]** prior to both parties signing the Terms and Conditions, or ahead of the Authority's announcement of the award of Contract

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<sup>1</sup> Lease term includes:

- a. periods covered by an option to extend the lease if the MOD is reasonably certain to exercise that option; and
- b. periods covered by an option to terminate the lease if the MOD is reasonably certain not to exercise that option.

**For and on behalf of the Secretary of State for Defence**

Name and Title	
Date	

**We acknowledge and confirm our agreement to the terms of this letter and Call Off Order [Reference] of which this is a copy.**

**For and on behalf of the Company Name [insert company name in full]**

Name, Title and Company Position	
Signature	
Date	

**4. Part 4 – Delivery**

Notification of completion of Call Off Order (to be completed by the Contractor)

**Evidence: [INSERT DOCUMENT REFERENCE(S)]**

Name	Title & Company Position	Date	Signature
On Behalf of Contractor			
On Behalf of Authority			

**5. Part 5 – Record of Authorised Changes**

Change Issue No.	Date of Issue	Comments / Reason for change