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**Technology Products & Associated Services Agreement RM6068
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 & Associated Services Agreement RM6068.

The Call Off Terms, referred to throughout this document, are available from the Crown Commercial Service website at <https://www.crowncommercial.gov.uk/agreements/RM6068>



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Section A General information

This Order Form is issued in accordance with the provisions of the Technology Products & Associated Services RM6068

Customer details

Customer organisation name

Department for Work and Pensions

Billing address

Your organisation's billing address - please ensure you include a postcode Invoices will be sent to
DWP

REDACTED

The electronic PDF invoice and MI shall be emailed to:

REDACTED

Customer representative name

The name of your point of contact for this Order

REDACTED - Commercial Lead

Customer representative contact details

Email and telephone contact details for the Customer's representative

Mobile: ***REDACTED*** email address: ***REDACTED***

Supplier details

Supplier name

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

REDACTED

Supplier address

Supplier's registered address

REDACTED

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

Order reference number

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

TBC



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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 tbc

[Click here to enter text.](#)

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 [Click here to enter a date.](#)

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

31st July 2020 to 30th July 2023 for the service and maintenance package

Call Off Initial Period Months **36**
months

Call Off Extension Period (Optional) Months **24**
months (subject to Customer governance) to be taken as + 1 +1 or together as a single extension for the service maintenance package only.



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Specific Standards or compliance requirements

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

All requirements are listed below and are as advised in the ITT under this Call-Off arrangement:

Requirements

As listed in the embedded ITT used to award this Call-Off Contract



Audio recording
requirements and inst

[Click here to enter text.](#)



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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.



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Goods and/or Services

To include where relevant Packing/Packaging

X 274 ***REDACTED*** Interview Recording Devices to the address stipulated in the ITT under the Requirements section

X 274 Service Maintenance packages to be invoiced annually

X 3 logistics and transport including the removal of packaging and pallets X

1 framework and Supplier profit margin to be invoiced

Product	Volume	Unit Cost (inc vat)	Total Cost (inc vat)	Invoice Frequency
REDACTED interview recording devices	274	*REDACTED*	*REDACTED*	Invoiced following delivery to *REDACTED*
Service and maintenance package	274	*REDACTED*	*REDACTED*	Year 1 invoice on delivery of hardware to *REDACTED* and sign off delivery via the process in the Implementation Plan. Year 2 on the 12month anniversary of the above date Year 3 on the 12 month anniversary of the above date
Logistics and delivery including removal of packaging and pallets and hardware delivered to first floor of building	3	*REDACTED*	*REDACTED*	Year 1 invoice



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Framework charge and profit margin *REDACTED* for devices and maintenance package	1	*REDACTED*	*REDACTED*	Year 1 invoice
Total invoice amount under this contract inclusive of VAT. No other invoice or costs are included under this Call-Off Contract and would be subject to additional governance and, or, Call-Off Competition where necessary			£455,026.69	Combination of year 1, 2 and 3 charges

[Click here to enter text.](#)

Warranty Period, if applicable

Standard Warranty should apply for the Initial 3 years of this Call-Off Contract [Click here to enter text](#)

Location/Site(s) for Delivery

The delivery location is specified as the following address:

REDACTED

See the Implementation Plan for further details on delivery.

Dates for Delivery of the Goods and/or the Services 100 x ***REDACTED*** by 31.07.20.

100 x ***REDACTED*** by 11.08.20.

74 x ***REDACTED*** by 20.08.20.



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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	<input type="checkbox"/>	A: Termed Delivery – Goods <input checked="" type="checkbox"/> C: Due Diligence <input type="checkbox"/>
Northern Ireland Law	<input type="checkbox"/>	B: Complex Delivery – Solutions <input checked="" type="checkbox"/> (includes Termed Delivery – Goods) D: Call Off Guarantee <input type="checkbox"/>
Non-Crown Bodies	<input type="checkbox"/>	NB Both of the above options require an Implementation Plan which should be appended to this Order Form E: NHS Coding Requirements <input type="checkbox"/>
Non-FOIA Public Bodies	<input type="checkbox"/>	F: Continuous Improvement & Benchmarking <input type="checkbox"/>
		G: Customer Premises <input type="checkbox"/>
		H: Customer Property <input type="checkbox"/>
		I: MOD Additional Clauses <input type="checkbox"/>

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)

See Section 3 “Goods and/or Services”

Is a Financed Purchase Agreement being used?

Tick as required

☐

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



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Estimated Year 1 Call Off Contract Charges (£)

For Orders with a defined Call Off Contract Period

Year 1 costs total: £409,652.29

Breakdown: *REDACTED* (hardware) +
REDACTED (service annual cost) +
REDACTED (logistics) +
REDACTED (framework charge)

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

All Charges including VAT

REDACTED



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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.

SIGNATURES

For and on behalf of the Supplier

Name	*REDACTED*
Job role/title	Operations Director
Signature	*REDACTED*
Date	19 June 2020

For and on behalf of the Customer

Name	*REDACTED*
Job role/title	Commercial Lead
Signature	
Date	19th June 2020