**Framework Schedule 6 (Order Form and Call-Off Schedules)**

**Order Form**

CALL-OFF REFERENCE: **702353451**

THE BUYER: **Ministry of Defence**

]

BUYER ADDRESS **RAF High Wycombe**

**Walters Ash**

**Buckinghamshire HP14 4UE**

THE SUPPLIER: **Flexiform Business Furniture Ltd**

SUPPLIER ADDRESS: 1392 Leeds Road, Bradford, BD3 7AE

REGISTRATION NUMBER: 02542123

DUNS NUMBER: 762662468

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 21 January 2022.

It’s issued under the Framework Contract with the reference number 702353451 for the Provision of Smart Working Furniture for RAF High Wycombe / Air Command.

CALL-OFF LOT(S):

Framework RM6119, Lot No. 8

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6119**
3. The following Schedules in equal order of precedence:
* Joint Schedules for RM6119
	+ Joint Schedule 2 (Variation Form)
	+ Joint Schedule 3 (Insurance Requirements)
	+ Joint Schedule 4 (Commercially Sensitive Information)
	+ Joint Schedule 6 (Key Subcontractors)
	+ Joint Schedule 7 (Financial Difficulties)
	+ Joint Schedule 10 (Rectification Plan)
	+ Joint Schedule 12 (Supply Chain Visibility)
* Call-Off Schedules for 702353451
	+ Call-Off Schedule 1 (Transparency Reports)
	+ Call-Off Schedule 5 (Pricing Details)
	+ Call-Off Schedule 9 (Security)
	+ Call-Off Schedule 11 (Installation Works)
	+ Call-Off Schedule 13 (Implementation Plan and Testing)
	+ Call-Off Schedule 14 (Service Levels)
	+ Call-Off Schedule 15 (Call-Off Contract Management)
	+ Call-Off Schedule 17 (MOD Terms)
	+ Call-Off Schedule 20 (Call-Off Specification - Statement of Requirement)
1. CCS Core Terms (version 3.0.7)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6119
3. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF SPECIAL TERMS

None

CALL-OFF START DATE: **24 January 2022**

CALL-OFF EXPIRY DATE: **23 January 2025**

CALL-OFF INITIAL PERIOD: **3 Years**

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification - Statement of Requirement).

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£400,000.00**

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

All invoices must be submitted electronically via CP&F.

BUYER’S INVOICE ADDRESS:

Jane Whittle

Jane.Whittle105@mod.gov.uk

Nimrod Bld, 3 Site, RAF High Wycombe, HP14 4UE

BUYER’S AUTHORISED REPRESENTATIVE

TBC

BUYER’S ENVIRONMENTAL POLICY

As per Call-Off Schedule 17 (MOD Terms)

BUYER’S SECURITY POLICY

As per Call-Off Schedule 17 (MOD Terms)

SUPPLIER’S AUTHORISED REPRESENTATIVE

Denise Major

Project Manager

denisem@flexiform.co.uk

45 Gee Street, London, EC1A 3RS

SUPPLIER’S CONTRACT MANAGER

Andy Price

Sales Director

Andyp@flexiform.co.uk

45 Gee Street, London, EC1A 3RS

PROGRESS REPORT FREQUENCY

**TBC**

PROGRESS MEETING FREQUENCY

**Monthly?**

KEY STAFF

Denise Major

Project Manager

denisem@flexiform.co.uk

45 Gee Street, London, EC1A 3RS

Andy Price

Sales Director

Andyp@flexiform.co.uk

45 Gee Street, London, EC1A 3RS

KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

 Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

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| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of the Buyer:** |
| Signature: | Text  Description automatically generated with low confidence | Signature: | S Bratchell |
| Name: | Andy Price | Name: | Mr S Bratchell  |
| Role: | Sales Director | Role: | Air-Comrcl Proc Snr Off 2 |
| Date: | 21st January 2021 | Date: | 21 January 2022 |