

**RM6098 (Order Form Template and Call-Off Schedules)**  
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## **Attachment 5a (Order Form Template and Call-Off Schedules)**

### **Order Form 715324450**

THE BUYER: Ministry of Defence

BUYER ADDRESS MOD Corsham, Spur B2, Bldg 405, Westwells Road, Corsham SN13 9NR

THE SUPPLIER: Softcat PLC

SUPPLIER ADDRESS: Fieldhouse Lane, Marlow, SL7 1LW

REGISTRATION NUMBER: 02174990

This Order Form is for the provision of the Call-Off Deliverables and dated 10/07/2025. It's issued under the Framework Contract with the reference number RM6098 for the provision of Technology Products & Associated Service 2.

#### **CALL-OFF LOT(S):**

Lot 4 Information Assured Technology

#### **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) RM6098
3. RM6098 Statement of Requirements

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4. The following Schedules in equal order of precedence:

- Joint Schedules for RM6098
  - Joint Schedule 2 (Variation Form)
  - Joint Schedule 3 (Insurance Requirements)
  - Joint Schedule 4 (Commercially Sensitive Information)
  - Joint Schedule 5 (Corporate and Social Responsibility)
  - Joint Schedule 6 (Key Subcontractors)
  - Joint Schedule 7 (Financial Difficulties)
  - Joint Schedule 10 (Rectification Plan)
  - Joint Schedule 11 (Processing Data)
  - Joint Schedule 12 (Supply Chain Visibility)
- Call-Off Schedules for RM6098
  - Call-Off Schedule 1 (Transparency Reports)
  - Call-Off Schedule 3 (Continuous Improvement)
  - Call-Off Schedule 6 (ICT Services) including Annexes A to E
  - Call-Off Schedule 7 (Key Supplier Staff)
  - Call-Off Schedule 9 (Security)
  - Call-Off Schedule 10 (Exit Management)
  - Call-Off Schedule 15 (Call-Off Contract Management)
  - Call-Off Schedule 17 (MOD Terms)

5. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form

## CALL-OFF SPECIAL TERMS

The following Special Terms are incorporated into this Call-Off Contract:

1. In addition to the 'MoD Terms' listed at Call-Off Schedule 17 of the Call-Off Incorporated Terms above, the Supplier acknowledges and accepts that the following project specific DEFCONS (Defence Conditions) and supplementary requirements apply to this agreement:

- DEFCON 609 (Edition 07/21) – Contractor's Records
- DEFCON 627 (Edition 12/10) – Requirement for a Certificate of Conformity

2. As well as the following:

- No specific Quality Management System requirements are defined. This does relieve the Supplier of providing conforming products under this Contract. A CoC (Certificate of Conformity) shall be provided in accordance with DEFCON 627 (Edition 12/10) – Requirement for a Certificate of Conformity. This DEFCON needs to be accompanied by DEFCON 609 (Edn 08/18) – Contractor's Records.

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- No Deliverable Quality Plan is required reference DEFCON 602B 12/06.
- Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 6 – Quality Assurance Procedural Requirements – Concessions.
- Processes and controls for the avoidance of counterfeit material shall be established and applied in accordance with Def Stan. 05-135, Issue 2 – Avoidance of Counterfeit Material.

A completed GDPR Supplier Assurance Questionnaire (SAQ) should be completed, see Buyer's Security Policy detailed below.

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 START DATE: **10/07/2025**

CALL-OFF EXPIRY DATE: **09/07/2026**

CALL-OFF INITIAL PERIOD: **12 Months]**

LOCATION FOR DELIVERY:

#8207, Rowan 2C, MOD Abbey Wood, Bristol, BS34 8JH

This location maybe subject to change by the Authority, but it is confirmed that it will be a UK Location.

**WARRANTY PERIOD**

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be Manufacturers standard warranty.

**MAXIMUM LIABILITY**

The limitation of liability (whether in tort, contract or otherwise) is no more than £5 million or 150% of the total contract value (Call off charges), whichever is greater.

**CALL-OFF CHARGES**

The Call-Off charges for this contract is £10,985.20

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**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Payment will be made via MoD's internal requisition to pay process (CP&F).

1.2 Payment can only be made following delivery and acceptance of pre-agreed deliverables.

1.3 Before payment can be considered, each invoice must include a detailed breakdown of associated costs.

1.4 Invoices shall be submitted electronically through Exostar.

1.5 Payment will be made within thirty (30) days following receipt of invoice.

1.6 It should be noted that payment will only be sanctioned in accordance with the Schedule of Requirements once the deliverables have been accepted by an Authorised MoD Representative.

**BUYER'S INVOICE ADDRESS:**

MOD Corsham  
Westwells Way  
Corsham  
SN13 9NR

**BUYER'S AUTHORISED REPRESENTATIVE**

Redacted  
Spur B2  
Building 405  
MoD Corsham  
Westwells Road  
Corsham  
Wiltshire  
SN13 9NR  
England

**BUYER'S ENVIRONMENTAL POLICY**

The Supplier shall abide by the Policy Statement by the Secretary of State for Defence for Health, Safety and Environmental Protection in Defence as detailed below:

[Health, Safety and Environmental Protection in Defence – Policy Statement by the Secretary of State for Defence] [v0.4] [15<sup>th</sup> April 2020] [available online at: <https://www.gov.uk/government/publications/secretary-of-states-policy-statement-on-safety-health-environmental-protection-and-sustainable-development>]

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**BUYER'S SECURITY POLICY**

A Cyber Risk Assessment has been carried out against this requirement and the Cyber Risk Profile is N/A. The reference number is: RAR-250606A01. Supplier assurance questionnaires will not need to be completed

Until the 4th June 2021, Risk Assessment's and Supplier Assurance Questionnaires were completed on the MOD Supplier Cyber Protection Service (SCPS) tool. However, with effect from the 4th June 2021 the SCPS tool has been replaced with an interim process while a new tool is developed by Defence Digital. Further information on these interim measures can be found in the letter included as part of this Invitation to Tender Bid Pack.

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

Redacted

Softcat PLC, Fieldhouse Lane, Marlow, SL7 1LW

**SUPPLIER'S CONTRACT MANAGER**

redacted

Softcat PLC, Fieldhouse Lane, Marlow, SL7 1LW

**PROGRESS REPORT FREQUENCY**

Weekly updates on lead times and delivery once orders are placed until complete

**PROGRESS MEETING FREQUENCY**

**N/A**

**KEY STAFF**

As per Call off Schedule 7

**KEY SUBCONTRACTOR(S)**

As per Joint Schedule 6

**COMMERCIALLY SENSITIVE INFORMATION**

As Per Attachment 4 – Price Schedule

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

As Per Joint Schedule 3

**GUARANTEE**

Not Applicable

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**SOCIAL VALUE COMMITMENT**

Not applicable

| For and on behalf of the Supplier: |            | For and on behalf of the Buyer: |            |
|------------------------------------|------------|---------------------------------|------------|
| Signature:                         | Redacted   | Signature:                      | Redacted   |
| Name:                              | Redacted   | Name:                           | Redacted   |
| Role:                              | Redacted   | Role:                           | Redacted   |
| Date:                              | 14.07.2025 | Date:                           | 10/07/2025 |