

**RM4623 L0738; ICT Hardware Purchase  
Appendix B Service Description**

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**1. INTRODUCTION**

- 1.1 Various projects are being carried out by Cabinet Office ICT.
- 1.2 The Cabinet Office supports the Prime Minister and the Deputy Prime Minister, and ensures the effective running of government. The Cabinet Office is also the corporate headquarters for government, in partnership with HM Treasury, and takes the lead in certain critical policy areas.

**2. SCOPE OF REQUIREMENT**

- 2.1 Cabinet Office require the equipment detailed in Appendix E.

**3. SERVICE LEVELS AND PERFORMANCE**

- 3.1 The Authority will measure the quality of the Supplier's service levels by:
  - 3.1.1 Cost
  - 3.1.2 Delivery Timescales – an overall total of between 50% - 80% of the equipment listed in Appendix E is to be in stock and allocated to PMO by 31<sup>st</sup> March 2015. The remaining equipment is to be delivered by 30<sup>th</sup> April 2015 or the earliest feasible date thereafter.

**4. ADDITIONAL REQUIREMENTS**

- 4.1 A Purchase Order will be raised and the supplier will need to invoice the Cabinet Office's Shared Service Centre.

**5. LOCATION**

- 5.1 Delivery will be to: -  
  
PMO ICTS, 10 Downing Street, London, SW1A 2AA.

**6. SECURITY REQUIREMENTS**

- 6.1 The supplier will need to liaise with PMO regarding exact delivery times, driver and vehicle details.

**7. BUDGET**

- 7.1 Prices should be inclusive of expenses and exclusive of VAT.