

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

Order Form

CALL-OFF REFERENCE: **SR527920421**

THE BUYER: Agha Aslam

BUYER ADDRESS
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

THE SUPPLIER: Senator International Ltd

SUPPLIER ADDRESS:
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

REGISTRATION NUMBER: [REDACTED]

DUNS NUMBER: [REDACTED]

SID4GOV ID: [REDACTED]

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 4th December 2020.

It's issued under the Framework Contract with the reference number RM6119 for the provision of Furniture & Associated Services.

CALL-OFF LOT(S):
Lot 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 1 (Definitions)
 - 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 9 (Minimum Standards of Reliability)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Call-Off Schedules for **SR527920421**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 11 (Installation Works)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 19 (Scottish Law)
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-Off Schedule 21 (Northern Ireland Law)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6119
6. 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

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

Special Term 1. HMRC Mandatory Clauses

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CALL-OFF START DATE: 07th December 2020

CALL-OFF EXPIRY DATE: 06th March 2021

CALL-OFF INITIAL PERIOD: 03 Months

CALL-OFF DELIVERABLES

Infrastructure Site	Address	Number of Individual Lockers required (38cm (D) x 41 cm (H) x 46 cm (W))	Number of PPE Lockers required (PPE Lockers 38cm (W) x 46cm (D) x 183cm (H) coat hooks and shelf required)
Ashford, Kent	Ashford International Truck Stop, Waterbrook Avenue, Ashford TN24 0GB	32 (banks of 8)	460
Ebbsfleet, Kent	Ebbsfleet International Rail Station Car Park, International Way, Ebbsfleet Valley DA10 1EB	40 (banks of 8)	361
North Weald, Essex	North Weald Airfield, Merlin Way, North Wald Bassett, Epping CM16 6HR	13 (banks of 8) (98 lockers needed = 12.25 banks therefore rounded up to 13 (banks))	216
Birmingham Airport (Car Park 6)	BHX Car Park 6, Birmingham International Airport B26 3QY	21 (banks of 8) (166 lockers needed = 20.75 banks therefore rounded up to 21 (banks))	344
Shearings Coach Park, Warrington	Shearings Coach Park, Barley Castle Lane, Appleton Thorn, Warrington WA4 4SR	25 (banks of 8)	206
Total number required:		131 banks of 8 (130 banks of 8 (equivalent to 1040 individual lockers) needed but rounded to 131 banks as per above)	1587

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 £ 132,982.79.

CALL-OFF CHARGES

Infrastructure Site	Address	Number of Individual Lockers required (38cm (D) x 41 cm (H) x 46 cm (W))	Number of PPE Lockers required (PPE Lockers 38cm (W) x 46cm (D) x 183cm (H) coat hooks and shelf required)
Ashford, Kent	Ashford International Truck Stop, Waterbrook Avenue, Ashford TN24 0GB	[REDACTED]	[REDACTED]
Ebbsfleet, Kent	Ebbsfleet International Rail Station Car Park, International Way, Ebbsfleet Valley DA10 1EB	[REDACTED]	[REDACTED]
North Weald, Essex	North Weald Airfield, Merlin Way, North Wald Bassett, Epping CM16 6HR	[REDACTED]	[REDACTED]
Birmingham Airport (Car Park 6)	BHX Car Park 6, Birmingham International Airport B26 3QY	[REDACTED] therefore rounded up to 21 (banks)	[REDACTED]
Shearings Coach Park, Warrington	Shearings Coach Park, Barley Castle Lane, Appleton Thorn, Warrington WA4 4SR	[REDACTED]	[REDACTED]
Total number required:		131 banks of 8 (130 banks of 8 (equivalent to 1040 individual lockers) needed but rounded to 131 banks as per above)	1587

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

HMRC use an e-Trading Portal MyBuy (provided by SAP Ariba) to manage all ongoing financial transactions with its suppliers.

HMRC has a "Purchase Order Mandatory Policy", Suppliers are required to register on the SAP Ariba Network in order to transact with HMRC via the e-Trading system and to ensure that they will continue to be able to receive purchase orders from and issue invoices to HMRC

BUYER'S INVOICE ADDRESS:

In accordance with HMRC's myBUY process

BUYER'S AUTHORISED REPRESENTATIVE

Name: Louise Atkinson

Role: Commercial Lead - Sourcing

E-mail: [REDACTED]

Address: [REDACTED]

BUYER'S ENVIRONMENTAL POLICY

Available online at: <https://www.gov.uk/government/organisations/hm-revenue-customs/about/procurement#supplying-to-hmrc>

BUYER'S SECURITY POLICY

Appended at Call-Off Schedule 9

SUPPLIER'S AUTHORISED REPRESENTATIVE

Name: Lisa Spiers

E-mail: [REDACTED]

Address: [REDACTED]
[REDACTED]

SUPPLIER'S CONTRACT MANAGER

Name: Lisa Spiers

E-mail: [REDACTED]

[REDACTED]
[REDACTED]

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

Not Applicable

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KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

Supplier's Commercially Sensitive Information

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

The Service Credit Cap is: £1200.00

The Service Period is: one Month

A Critical Service Level Failure is: Failure to Supply, deliver and install furniture within agreed timeframes

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	