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

**Order Form**

CALL-OFF REFERENCE: SR1458830210

THE BUYER: THE COMMISSIONERS FOR HIS MAJESTY’S REVENUE AND CUSTOMS

BUYER ADDRESS 100 Parliament Street, Westminster, London,

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THE SUPPLIER: The Senator Group

SUPPLIER ADDRESS:Syke Side Drive, Altham Business Park, Accrington, BB5 5YE

REGISTRATION NUMBER:1323955

DUNS NUMBER: 213239189

SID4GOV ID: **n/k**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 7th February 2024

It’s issued under the Framework Contract with the reference number [RM6119](https://www.crowncommercial.gov.uk/agreements/RM6119) for the provision of Office Furniture

CALL-OFF LOT(S):

Lot 8: Hub Furniture

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 SR1458830210
	+ Joint Schedule 2 (Variation Form)
	+ Joint Schedule 3 (Insurance Requirements)
	+ Joint Schedule 4 (Commercially Sensitive Information
	+ Joint Schedule 7 (Financial Difficulties)
	+ Joint Schedule 9 (Minimum Standards of Reliability)
	+ Joint Schedule 12 (Supply Chain Visibility)

* Call-Off Schedules for SR1458830210
	+ Call-Off Schedule 3 (Continuous Improvement)
	+ Call-Off Schedule 4 (Call off Tender)
	+ [Call-Off Schedule 5 (Pricing Details)
	+ [Call-Off Schedule 9 (Security)
	+ [Call-Off Schedule 11 (Installation Works)
	+ [Call-Off Schedule 14 (Service Levels)
	+ [Call-Off Schedule 20 (Call-Off Specification)
1. CCS Core Terms (version 3.0.7)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6119

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: Authority’sMandatory Terms

CALL-OFF START DATE: **20/01/2024**

CALL-OFF EXPIRY DATE: **19/01/2025**

CALL-OFF INITIAL PERIOD: **12 months**

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)

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 £300,000.00**.**

CALL-OFF CHARGES

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

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

Accounts Payable

B Spur, South Block

Barrington Road

Worthing

West Sussex

BN12 4XH

BUYER’S AUTHORISED REPRESENTATIVE

Lisa Curtis

Operational Contract Manager

Lisa.curtis@hmrc.gov.uk

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

**Available on request**

SUPPLIER’S AUTHORISED REPRESENTATIVE

Matthew Athey

tenders@thesenatorgroup.com

SUPPLIER’S CONTRACT MANAGER

Andrew Kuhler

Sales Manager

a.kuhler@thesenatorgroup.com

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month if required

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter if required

KEY STAFF

TBC

KEY SUBCONTRACTOR(S)

**n/a**

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: £3,000.00 per Service Period

The Service Period is: One Month

The Service Level Performance Criterion are: set out in the table at Annex A to Part A of Schedule 14.

The Critical Service Level Performance Criterion are:

1. Delivery and any required Installation Works of all Deliverables within 28 calendar days from receipt of purchase order (no. 1 in the table at Annex A to Part A of Schedule 14);
2. Confirm date of Delivery date within 5 Working Days of the purchase order being received (no. 2 in the table at Annex A to Part A of Schedule 14); and
3. Number of warranty claims not to exceed more than 5% of total orders in a three (3) month period (no. 8 in the table at Annex A to Part A of Schedule 14).

The Non-Critical Service Level Performance Criterion are: any of the Service Level Performance Criterion listed in the table at Annex A to Part A of Schedule 14 that are not Critical Service Level Performance Criterion.

A Critical Service Level Failure is any one of the following:

1. a breach of the Service Level Performance Measure in respect of any one of the Critical Service Level Performance Criterion that occurs in three consecutive Service Periods;
2. a period of three consecutive Service Periods where there is a breach of a Service Level Performance Measure in respect of one or more of the Critical Service Level Performance Criterion in each Service Period;
3. where there are four (4) or more breaches of the Service Level Performance Measures in respect of the Non-Critical Service Level Performance Criterion in any Service Period over a six month period of time;
4. a failure to comply with any of the terms of the Implementation Plan; or
5. a failure to follow the steps proposed by the Supplier to rectify a breach under a Rectification Plan.

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)

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