



Crown  
Commercial  
Service

**Technology Products 2 Agreement RM3733  
Framework Schedule 4 - Annex 1**

## **Order Form**

In this Order Form, capitalised expressions shall have the meanings set out in Call Off Schedule 1 (Definitions), Framework Schedule 1 or the relevant Call Off Schedule in which that capitalised expression appears.

The Supplier shall supply the Goods and/or Services specified in this Order Form to the Customer on and subject to the terms of the Call Off Contract for the duration of the Call Off Period.

This Order Form should be used by Customers post running a Further Competition Procedure under the Technology Products 2 Framework Agreement ref. RM3733.

The Call Off Terms, referred to throughout this document, are available from the Crown Commercial Service website at <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3733>



## Section A General information

This Order Form is issued in accordance with the provisions of the Technology Products 2 Framework Agreement RM3733.

### Customer details

#### Customer organisation name

Ministry of Defence

#### Billing address

Your organisation's billing address - please ensure you include a postcode  
Via CP&F

#### Customer representative name

The name of your point of contact for this Order

#### Customer representative contact details

Email and telephone contact details for the Customer's representative

### Supplier details

#### Supplier name

The Supplier organisation name, as it appears in the Framework Agreement  
Software Box Ltd

#### Supplier address

Supplier's registered address

#### Supplier representative name

The name of the Supplier point of contact for this Order

#### Supplier representative contact details

Email and telephone contact details of the supplier's representative

#### Order reference number

A unique number provided by the supplier at the time of quote  
CCTS18A42



## Section B Overview of the requirement

### Framework Lot under which this Order is being placed

Tick one box below as applicable

- |   |                                     |
|---|-------------------------------------|
| 1. HARDWARE                                       | <input type="checkbox"/>            |
| 2. SOFTWARE                                       | <input checked="" type="checkbox"/> |
| 3. COMBINED SOFTWARE AND HARDWARE REQUIREMENTS    | <input type="checkbox"/>            |
| 4. INFORMATION ASSURED PRODUCTS                   | <input type="checkbox"/>            |
| 5. VOLUME HARDWARE REQUIREMENTS (DIRECT FROM OEM) | <input type="checkbox"/>            |

### Customer project reference

Please provide a project reference, this will be used in management information provided by suppliers to assist CCS with framework management

RCA 129942

### Call Off Commencement Date

The Call Off Commencement Date is the date on which the Call Off Contract is formed – this should be the date of the last signature on Section E of this Order Form

05/09/2018

### Call Off Contract Period (Term)

A period in Months which does not exceed 60 Months (5 years) - leave blank if this is a simple transactional Goods purchase. Where established as an initial and extension period complete the fields below

The contract will commence upon award and expire 20th March 2019

**Call Off Initial Period** Months

Seven months

**Call Off Extension Period (Optional)** Months

Not Applicable

### Specific Standards or compliance requirements

Include any conformance or compliance requirements with which the Goods and/or Services must meet

The specification of goods is outlined within the Statement of Requirements. The Customer's populated Schedule 5 in line with GDPR can be found under Annex A - Call-Off Schedule 5 Schedule of Processing, Personal Data and Data Subjects. By signing this Contract the Supplier has accepted the Customer's completed Annex A.



**Section C**

**Customer Core Goods and/or Services Requirements**

Please provide details of all Goods and/or Services required (including any items which are considered business critical) including the locations where the supplier will be required to deliver the service/s Ordered.

**Goods and/or Services**

*To include where relevant Packing/Packaging*

Qty of Users	Description	Term
20	Support and maintenance	To commence upon contract award and expire on 19 <sup>th</sup> March 2019

- The above support is to be provided via phone / email. On-site support is not required.

**KEY MILESTONES**

- The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Delivery of the full requirement	Within 2 weeks of Contract Award

**Warranty Period, if applicable**

Not Applicable

**Location/Site(s) for Delivery**

**Dates for Delivery of the Goods and/or the Services**

05/09/2018

**Software** List product details under each relevant heading below

**Supplier Software**

Not Applicable

**Third Party Software**

Not Applicable

**Maintenance Agreement**

Not Applicable.

Include license or link in Call Off Schedule 3  
Include terms or link in Call Off Schedule 3



**Additional Clauses (see Annex 3 of Framework Schedule 4)** Tick as required

**Alternative Clauses**

Scots Law Or

Northern Ireland Law

Non-Crown Bodies

Non-FOIA Public Bodies

**Additional Clauses**

Tick one box below as applicable

A: Termed Delivery – Goods

B: Complex Delivery – Solutions (includes Termed Delivery – Goods)

**NB Both of the above options require an Implementation Plan which should be appended to this Order Form**

**Optional Clauses**

Tick any applicable boxes below

C: Due Diligence

D: Call Off Guarantee

E: NHS Coding Requirements

F: Continuous Improvement & Benchmarking

G: Customer Premises

H: Customer Property

I: MOD Additional Clauses

**Items licensed by the Customer to the Supplier (including any Customer Software, Customer Background IPR and Customer Data)**

List below

Click here to enter text.

**Call Off Contract Charges payable by the Customer to the Supplier (including any applicable Milestone Payments and/or discount(s), but excluding VAT) and payment terms/profile including method of payment (e.g. Government Procurement Card (GPC) or BACS)**

Not Applicable

**Is a Financed Purchase Agreement being used?**

Tick as required

If so, append to Call Off Schedule 2 as Annex A

**Estimated Year 1 Call Off Contract Charges (£)**

For Orders with a defined Call Off Contract Period

£51,000.00

**Section D**

**Supplier response**

Suppliers - use this section to provide any details that may be relevant in the fulfilment of the Customer Order

**Commercially Sensitive information**

Any information that the Supplier considers sensitive for the duration of an awarded Call Off Contract

Not Applicable

**Total contract value**

Please provide the total contract value (for the Call Off Initial Period) as detailed in your response to the Customer's statement of requirements



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## Quotation From



**TO:** CCTS18A42 - RECX ApexSec Desktop Annual Licence  
**COMPANY:**  
**TELEPHONE:** **FAX:**  
**EMAIL:**

**FROM:**  
**COMPANY:** **FAX:**  
**TELEPHONE:**

**OUR REFERENCE:** **DATE:** 03 July 2018

### PLEASE QUOTE OUR REFERENCE 330 1807 106 ON ALL CORRESPONDENCE

Further to your recent request, I have pleasure in providing the following information.

Qty	Description	Unit Price	Total Price
20	RECX ApexSec Desktop - annual licence (includes Support and updates)	£2,550.00	£51,000.00
<b>Total</b>			<b>£51,000.00</b>

Please note pricing is subject to change

Please note that pricing is excluding VAT

*Software Box Limited offer comprehensive Consultancy, Installation and Training services around CESG approved security products, Software Asset Management, Microsoft Migration and Information Assurance*

*As a Microsoft Financing Partner, Software Box Ltd can offer payment options to assist you with your purchase.*

Please ask your Account Manager for more details on any of the above

I trust I have covered all the relevant details. If you require any additional information please do not hesitate to contact us.

Kind Regards

SBL  
**Email:**  
**Checked by**  
**E&O.E**

**WWW.SOFTBOX.CO.UK**

Quote subject to SBL full terms and conditions, unless specific terms and conditions have been previously agreed in writing. Our full terms and conditions can be found at <http://www.softbox.co.uk/terms-and-conditions> or a copy can be issued upon request.



## Section E Call Off Contract award

This Call Off Contract is awarded in accordance with the provisions of the Technology Products 2 Framework Agreement RM3733.

The Supplier shall supply the Goods and/or Services specified in this Order Form to the Customer on and subject to the terms of this Order Form and the Call Off Terms (together referred to as "the Call Off Contract") for the duration of the Call Off Contract Period.

### SIGNATURES

#### For and on behalf of the Supplier

Name	
Job role/title	
Signature	
Date	

#### For and on behalf of the Customer

Name	
Job role/title	
Signature	
Date	



**Annex A: Call-Off Schedule 5 Schedule of Processing, Personal Data and Data Subjects**

Description	Details
Subject matter of the processing	<i>Contract evaluation on Crown Commercial Services portal.</i>  <i>Point of contact for delivery of goods and services procured under the contract.</i>
Duration of the processing	<i>From Invitation to Tender launch until contract award.</i>
Nature and purposes of the processing	<i>Staff e-mail addresses are used as username on CCS portal.</i>  <i>Staff e-mail addresses used for point of contact for delivery of goods and services.</i>
Type of Personal Data	<i>E-mail address</i>
Categories of Data Subject	<i>Staff</i>
Plan for return or destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	<i>For 7 years from end of contract.</i>