



Technology Services 2 Agreement RM3804  
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 provide the 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 ordering Services under the Technology Services 2 Framework Agreement ref. RM3804 in accordance with the provisions of Framework Schedule 5.

The Call Off Terms, referred to throughout this document, are available from the Crown Commercial Service website <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3804>

**The Customer must provide a draft Order Form as part of the Further Competition Procedure.**

### Section A General information

This Order Form is issued in accordance with the provisions of the Technology Services 2 Framework Agreement RM3804.

#### Customer details

##### Customer organisation name

The Department for Business, Energy and Industrial Strategy (BEIS)

##### Billing address

1 Victoria Street London SW10 0WT

##### Customer representative name

**REDACTED**

##### Customer representative contact details

Email and telephone contact details for the Customer's representative

**REDACTED**



<b>Supplier details</b>
<b>Supplier name</b> EOL IT SERVICES LIMITED
<b>Supplier address</b> 1-3 Baltic Wharf, Station Road, Maldon, Essex, CM9 4LQ
<b>Supplier representative name</b> <b>REDACTED</b>
<b>Supplier representative contact details</b> <b>REDACTED</b>
<b>Order reference number or the Supplier's Catalogue Service Offer Reference Number</b> A unique number provided by the supplier at the time of the Further Competition Procedure Please provide the order reference number, this will be used in management information provided by suppliers to assist CCS with framework management. If a Direct Award, please refer to the Supplier's Catalogue Service Offer Reference Number  <a href="#">Click here to enter text.</a>

## Section B Overview of the requirement

Framework Lot under which this Order is being placed		Customer project reference
1. TECHNOLOGY STRATEGY & SERVICES DESIGN	<input type="checkbox"/>	DDaT19151
2. TRANSITION & TRANSFORMATION	<input type="checkbox"/>	<b>Call Off Commencement Date</b>
3. OPERATIONAL SERVICES		
a: End User Services	<input checked="" type="checkbox"/>	17/08/2020
b: Operational Management	<input type="checkbox"/>	
c: Technical Management	<input type="checkbox"/>	
d: Application and Data Management	<input type="checkbox"/>	
4. PROGRAMMES & LARGE PROJECTS		
a. OFFICIAL	<input type="checkbox"/>	
a. SECRET (& above)	<input type="checkbox"/>	
<b>Call Off Contract Period (Term)</b>		



**Call Off Initial Period**  
24 months

**Call Off Extension Period (Optional)**  
12 months

**Minimum Notice Period for exercise of Termination Without Cause** 90 days  
(Calendar days)

### **Additional specific standards or compliance requirements**

#### **Secure transportation of hardware**

- Transportation of equipment must be done in a manner that does not damage and consequently devalue equipment further.
- Equipment is expected to be transported in a way that prevents sensitive data from being lost or exposed to unauthorised personnel. Security processes should be in place when transporting items from BEIS sites to the processing warehouse (e.g. GPS on vans, secure locks on vans to prevent theft when parked/stopped, etc). Supplier to provide details on how items will be securely transported.

#### **Security Standards for data sanitisation/erasure**

- All IT assets/equipment including peripherals are to be processed to the required data wiping and disposal standards.
- Disposal of assets which contain electronic data (hard drives etc.) must comply to NCSC data destruction standards or equivalent. Supplier must provide details on how this requirement will be met. Please refer to the NCSC website for further information: <https://www.ncsc.gov.uk/guidance/secure-sanitisation-storage-media>.
- The supplier must use only National Cyber Security Centre (NCSC) approved products for data sanitisation using 3 pass wipe approach.
- The supplier must be a member of Centre for the Protection of National Infrastructure (CPNI's) Destruction Services Assurance Scheme. Please refer to the CPNI website for further information: <https://www.cpni.gov.uk/secure-destruction>.
- The supplier must hold and work in accordance with the following ISO9001, ISO14001, OHSAS 18001, ISO27001, DIPCOG accreditations or equivalent and is required to fully comply with GDPR standards.
- Destruction of hardware assets must comply with the Waste Electrical and Electronic Equipment Directive (WEEE Directive) or equivalent.
- The supplier must dispose of the collected items in a responsible, environmentally friendly and transparent manner, following a uniform and consistently applied process across all areas.



- Supplier should also be able to provide on-site shredding for items that contain more sensitive information such as laptops, mobiles and hard disks. The shredding must comply with National Cyber Security Centre (NCSC) recommendations. Supplier must provide details on how this service will be provided.

## **How collected assets are to be processed**

### **Resale Value**

- The supplier must where possible resell items that still hold reasonable value.
- The supplier must credit the Contracting Authority with the agreed percentage of profit share for the resold equipment.
- BEIS is ideally looking for a zero-value contract, whereby costs for data sanitisation/erasure, collections and disposal/recycling is recovered by the supplier from the profit share option.
- The devices must be graded according to their condition. Below is an example grade guide. If the supplier intends to use a different grading structure, the supplier must provide details in their response.
- Example Grading Guide.
  - A-Grade, Full working condition, no visible marks or scratches. Product is complete with all accessories (such as a power supply for a laptop).
  - B-Grade, Full working condition, product is in good condition with all essential accessories (such as a power supply for a laptop) will show signs of wear appropriate to age.
  - C-Grade, Full working condition - Product in poor visible condition with all essential accessories (Such as a power supply for a laptop).
  - D -Grade Non-working or has a fault stopping it from working as expected.
- The Supplier should advise BEIS where a device grading can be improved to gain better returns on resale of items, such as replacing a laptop battery. The supplier must first supply BEIS with details of the improvement, costs involved and potential resale value pre- and post-improvement. BEIS will then grant or deny permission via email to proceed.
- If permission is granted to improve the grading, the supplier must provide a report showing details of the improvement, costs and resale value.
- Costs for the grading improvements to be borne by the supplier and deducted from the final resale value.
- Data sanitisation must be performed on these assets, as specified under the Security section.
- Purchase Orders for items sold must be provided on a monthly basis.



**Customer's ICT and Security Policy**

*Not Applicable*

**Security Management Plan**

*Not Applicable*

## Section C Customer Core Services Requirements

Please provide details of all Services required including the locations where the Supplier is required to provide the Services Ordered.

### Services

#### Scope of tender

This tender is for the provision of an IT assets/equipment decommissioning service covering the following areas:

- **What is to be decommissioned** (e.g. laptops, peripherals and cables etc)
- **How the assets/equipment should be collected**
- **Secure transportation of IT assets/equipment**
- **Security Standards for data sanitisation/erasure**
- **How collected assets are to be processed**
- **Required evidence and reporting**
- **Timetable**

#### IT Assets/Equipment to be decommissioned

Below is an example of the type of IT equipment BEIS will require to be decommissioned, destroyed and disposed of or resold. This is not a comprehensive list and quantities are an estimate and not expected volumes.

Please note quantities and condition of the equipment will vary and may include additional devices.

Supplier must confirm if they are unable to decommission, destroy and dispose or resell any of the items below.

Equipment	Approx. Quantity / month	Condition
Dell XPS13	0 – 10	Damaged
Dell Latitude (7240, 7250, 7280)	0 – 5	Working/Not Working
MacBook Pro 13 inch	0 – 3	Damaged
iPhone 6S	0 – 15	Damaged



Dell P2213f Monitor	0 – 5	Working/Not Working
Dell U2417H Monitor	0 – 5	Damaged
Miscellaneous Monitors/Screens	0 – 5	Working/Not Working
Dell Monitor Stands	0 – 5	New and Used
Keyboards	10	Working/Not Working
Mice	10	Working/Not Working
Targus DOCK180	5	Not Working
Dell Docking Stations	10	Not Working
Power Cables	10	New and Used
Network Cables	10	New and Used
Software/CDs/USB Sticks/external hard drives etc	5	New, Used, not required
Network Equipment such as Switches, Routers etc	0 – 5	New and Used

### Collection of IT assets/equipment

- Collection of IT equipment will be requested as and when a sufficient quantity is generated, therefore collection may not be required on a monthly basis.
- BEIS must be able to request collections via the phone, email and or an online portal.
- When a collection is requested by BEIS, the supplier should collect the IT equipment within 5 working days. If this is not possible the supplier must specify the minimum time (in working days) they will be able to action the collection from the point of the request.
- Where possible BEIS will provide an indication of what is expected to be collected in advance, so supplier can bring suitable vehicle or vehicles to site. This information may be provided in the form of approximate quantities or a photograph of the items.
- The supplier must be able to provide additional/alternative transport to accommodate larger and or heavier collections ensuring collections are completed in one day.
- BEIS staff will not be able to lift or assist in the collection in ways other than grant access to rooms and supervise. Therefore, the supplier needs to ensure collections are manned accordingly.
- The supplier must have means to lift and extract the IT equipment during collections from the building into their own vans with the use of crates, cages, pallets, trolleys etc. These will not be supplied by BEIS.



- The supplier must produce a categorised log of items being collected before being loaded into the vans as evidence of the collection. The log is to be provided to the member of staff supervising the process either in paper and/or electronically before you leave our site.
- The supplier must provide the names of the collection team, vehicle make and registration number at least 48 hours prior to arrival.
- Parking on BEIS sites is limited and is not guaranteed, therefore the supplier may have to park on public roads.
- All couriers must work in accordance with the Asset Disposal & Information Security Alliance (ADISA) or equivalent standards.
- Primarily collections will be from 1 Victoria Street, London, SW1H 0ET. In very rare circumstances the supplier may be required to collect from other BEIS and DIT sites – See appendix 1 for details of other sites. The Supplier must specify sites they are unable to collect from.

#### **Disposal/recycling of assets:**

- Where assets are identified as non-working or need major repairs or likely have little resale value, should be processed as follows:
  - They should be used for spares to improve grading on other items or;
  - Where possible and economically viable, separated into individual components to be sold or;
  - Be disposed.
- Data sanitisation must be performed on these assets, as specified under the Security section.

#### **Unsold Assets:**

- Two months prior to the end of the contract the supplier must provide details of assets that have not been sold.
- The supplier must provide options for these unsold assets such as confidence of selling items within the contract term or to provide a buyout offer for these items.

#### **Employee Discount:**



- Once devices have been processed for sale, suppliers should provide an option for BEIS and Trade employees to purchase at a discount via their resell channels such as a website.
- This should be done via a discount code which can be provided to staff to use on all items the supplier sells.
- Discount should be available over the whole term of the contract.
- If discounts can be provided, suppliers must provide any details on any exclusions that may apply.

### Required evidence and reporting

- The decommissioning process must be fully documented with processes and procedures.
- Supplier must provide a monthly report showing asset tag, serial number, IMEI, make, model, device grading, date of collection, disposal or resale value if applicable. This must be provided in a Microsoft Excel file and preferably an online portal where this information can be viewed and downloaded.

#### Assets collected

- The supplier must log items being collected with a range of categories on BEIS's site before being loaded into the vans as evidence of collection.
- Report must have the following information:
  - Collection ID
  - Category e.g. Laptop
  - Make
  - Model
  - Asset Number
  - Serial Number
  - Collection date
  - Container ID
- The supplier must provide this report to the member of staff supervising the process either in paper and/or electronically on the day of collection.

#### Asset Grading Reports

- The supplier must log items and grade them.
- Report must have the following information:
  - Collection ID
  - Category e.g. Laptop
  - Make
  - Model



- Asset Number
  - Serial Number
  - Collection date
  - Initial Grading
- The supplier must provide this report electronically in Microsoft Excel and PDF. Supplier to specify timeframe by when these reports will be provided after each collection.

#### Asset Grading Improvement Reports

- The supplier must log items and propose how asset grading can be improved.
- Report must have the following information:
- Collection ID
  - Category e.g. Laptop
  - Make
  - Model
  - Asset Number
  - Serial Number
  - Collection date
  - Initial Grading
  - Proposed improvement e.g. replace battery
  - Cost of improvement
  - Potential increase in resell value if improvement is implemented
  - Post improvement Grading
- The supplier must provide this report electronically in Microsoft Excel and PDF. Supplier to specify timeframe by when these reports will be provided after each collection.

#### Data destruction compliance report

- Data destruction must be evidenced during the decommissioning process by the supplier. Where an asset (for example a laptop) is to be processed for resale then the hard drive needs to be wiped as per the standards outlined above. Where an asset is to be destroyed (e.g. a laptop has no residual value) the hard drive needs to be destroyed/sanitised in line with the NCSC destruction standards (or equivalent).
- Report must have the following information:
- Device type e.g. Laptop/ HDD
  - Make
  - Model
  - Serial Number
  - Asset number
  - Description e.g. HDD removed from laptop x
  - Sanitisation e.g. BLANCCO, Shredded
  - Date and Time sanitisation completed



- The supplier must provide this report electronically in Microsoft Excel and PDF. Supplier to specify timeframe by when these reports will be provided after each collection.

#### Recycling Report

- Assets/equipment being recycled.
- Report must have the following information:
  - Recycling completion date
  - Total weight of items in kilograms.
  - Approximate or estimate (%) percentage reuse/recycling
    - Reuse
    - Metals (Ferrous)
    - Metals (Non-Ferrous)
    - Inorganic Materials (Glass/Plastic)
    - Organic Materials (Plastic/Wood)
    - Processing/Smelting
    - Percentage to landfill
- Supplier to specify timeframe by when these reports will be provided after each collection.

#### Resell Value Report

- Assets/equipment sold must be evidenced.
- Report must have the following information:
  - Category e.g. Laptop
  - Make
  - Model
  - Serial Number
  - Final Grading
  - Resale value achieved
  - Profit share value broken down by x% BEIS x% Supplier
  - Costs to be shown ex VAT
- Supplier to specify timeframe by when these reports will be provided after each collection.

#### Summary Report

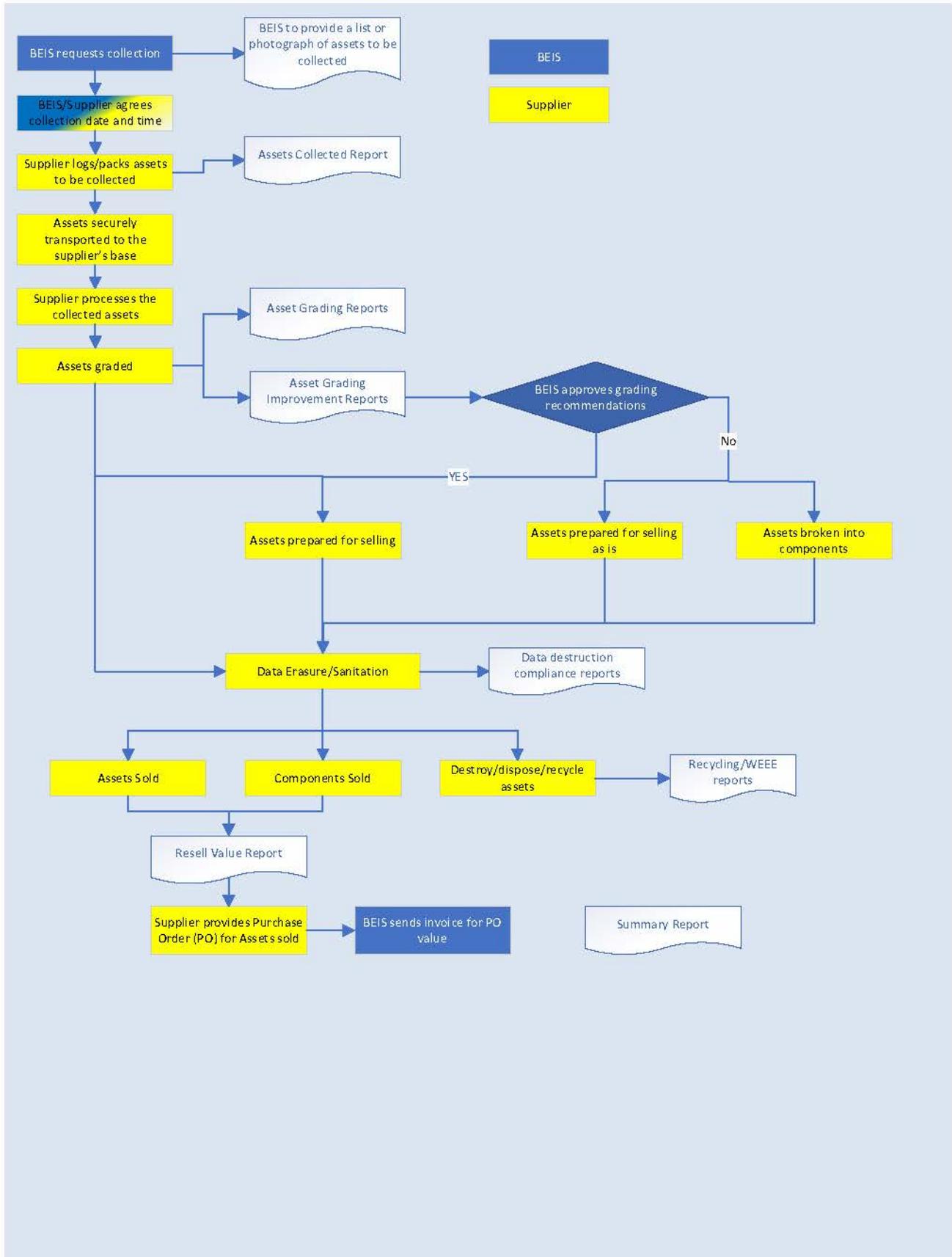
- This report must show a summary of how many assets have been collected, sold, recycled and remaining to be sold.
- Report must have the following information:
  - Category e.g. Laptop
  - Collected
  - Sold



- Remaining to be sold
  - Recycled
  - Total value achieved for each category
  - Profit share value broken down by x% BEIS x% Supplier
  - Costs to be shown ex VAT
- Supplier to specify timeframe by when these reports will be provided after each collection.

The above reports can be presented in a combined report as information is repeated across most of them. BEIS and supplier to confirm final report outputs and formats. Supplier must indicate if reports cannot be provided with reasons why.

- The following process flow chart details an example of the typical journey of a device through the planned decommissioning process.





- The first collection will comprise of the following assets;

Equipment	Quantity	Condition
Dell XPS13 i7	51	Damaged
Dell XPS 13 i5	c50	Working
Dell Latitude E7240	67	Working some damaged
Dell Latitude E7440	1	Working some damaged
Dell Latitude E6330	1	Working some damaged
Dell Latitude E7280	4	Working some damaged
Lenovo ThinkPad	1	Working
Microsoft SurfacePro	4	Working
Fujitsu Lifebook NH751	2	Working
Toshiba 4010CDT	1	Working
Dell WD52H 45WH batteries	10	May be damaged not sure
Dell Optiplex 3020 desktops	6	Working
MacBook Pro 13 inch	10	Damaged
iPhone 6s	98	Damaged
Microsoft Lumia 650	3	Working and Damaged
Microsoft Lumia 635	1	Working and Damaged
Microsoft Lumia 735	1	Working and Damaged
Nokia 208	1	Working and Damaged
ZTE F320	2	Working and Damaged
Nokia 625	16	Working and Damaged
MiFi units	2	Working and Damaged
Nokia RM974	1	Working and Damaged
Nokia RM1038	1	Working and Damaged
Nokia 925	3	Working and Damaged
Microsoft RM1152	6	Working and Damaged
Various Mobile handsets (not smartphones)	7	Nokia, Mobiwire and ZTE
Monitors	c30	Various Dell and other models. Dell P2213f – some Working/Not Working/Water damaged
Laptop Sleeves	c40	
Dell Monitor Stands	c20	New and Used
Keyboards	c20	Working/Not Working/Water Damaged
Mice	c20	Working/Not Working/Water Damaged
Dell Docking Stations	c10	Not Working/Water Damaged



Network/ Power Cables	4 Crates Full	New and Used
Network Equipment such as Switches, Routers etc	1 Full Cage	Used

**Location/Site(s) for provision of the Services**

As per below Appendix 1.



## Appendix 1 – Collection Locations

Department of International Trade					
Building Location Address		Building Location Address			
<b>Barnsley</b>	DIT	<b>Leeds</b>	Official Receivers Office		
	Yorkshire and the Humber		1 City Walk		
	County Way		Leeds		
	Barnsley		LS11 9DA		
<b>Billingham</b>	S70 2JW	<b>Leicester</b>	DIT East Midlands		
	Queensway House		The International Trade Centre		
	West Precinct		5 Merus Court		
	Billingham		Leicester		
<b>Birmingham</b>	TS23 2NF	<b>London</b>	LE19 1RJ		
	Victoria Square House		King Charles Street		
	Lower Ground Floor		London		
	Victoria Square		SW1A 2HH		
<b>Birmingham</b>	Birmingham	<b>London</b>	3 Whitehall Place		
	B2 4AJ		SW1A 2HH		
	<b>Birmingham</b>		Centenary Square	<b>London</b>	55 Whitehall Place
			Baskerville HS		London
Birmingham		SW1A 2HH			
B1 2ND		1 Horse guards			
<b>Bristol BIS</b>	2 Rivergate	<b>Manchester</b>	3rd Floor		
	Temple Quay		Piccadilly Gate		
	Bristol		Store Street		
	BS1 6EH		Manchester		
<b>Bristol</b>	DIT South West	<b>Manchester</b>	M1 2WD		
	Leigh Court		DIT North West		
	Abbots Leigh		Lee House		
	Bristol		90 Great Bridgewater Street		
<b>Cambridge</b>	BS8 3RA	<b>Nottingham</b>	Manchester		
	Eastbrook		M1 5JW		
	Shaftesbury Road		Apex Court		
	Cambridge		City Link		
<b>Cardiff</b>	CB2 8DF	<b>Salisbury</b>	Nottingham		
	Companies House		NG2 4LA		
	Crown Way		EST Larkhill		
	Cardiff		Royal School of Artillery		
<b>Durham</b>	CF14 3UZ	<b>Larkhill</b>	Larkhill		
	DIT North East		Salisbury		
	Aykley Heads Business Centre		SP4 8QT		
	Durham				
<b>Durham</b>	DH1 5TS	<b>Sheffield</b>	2 St Paul's Place		
	Unit 10 Fulcrum		125 Norfolk Street		
	2 Solent Way		Sheffield		
	Whiteley, Fareham		S1 2FJ		
<b>Fareham</b>	PO15 7FN	<b>Teddington</b>	National Measurement and Regulation Office		
	Whiteley, Fareham		Stanton Avenue		
	PO15 7FN		Teddington		
			Middlesex		
<b>Gateshead</b>		<b>Warrington</b>	TW11 0JZ		
	St Georges House		Daresbury Laboratory		
	Kingsway Homes		Science and Innovation Campus		
	Gateshead		Keckwich Lane, Daresbury		
<b>Gateshead</b>	NE11 0NA	<b>Warrington</b>	Warrington		
	Alexander Bain House		WA4 4AD		
	2nd Floor				
	15 York Street				
<b>Glasgow</b>	Glasgow	<b>Welwyn Garden</b>	DIT East of England		
	G28JQ		Bio Park		
			Broadwater Road		
	Bridge House		Welwyn Garden City		
<b>Guildford</b>	1 Walnut Tree Close	<b>City</b>	Hertfordshire		
	Guildford		AL7 3AX		
	GU14GA				



Department of Business Energy and Industrial Strategy (BEIS)

Building Location	Address	Building Location	Address
<b>Aberdeen</b>	2nd & 3rd Floor	<b>London</b>	London (GLA)
	AB1 Building		City Hall
	48 Huntly Street		The Queen's Walk
	Aberdeen		London
<b>Billingham</b>	AB10 1SH	<b>London</b>	London GLE ONE
	Queensway House		(Greater London Enterprise)
	West Precinct		10-12 Queen Elizabeth Street
	Billingham		London
<b>Birmingham</b>	TS23 2NF	<b>London</b>	London – DCLG/ HO
	Victoria Square House		2 Marsham Street
	Lower Ground Floor		London
	Victoria Square		Groceries Code Adjudicator (GCA)
<b>Bristol BIS</b>	Birmingham	<b>London</b>	Victoria House
	B2 4AJ		London
	2 Rivergate		WC1B 4DA
	Temple Quay		Office of Manpower Economics (OME)
<b>Cambridge</b>	Bristol	<b>London</b>	Low Pay Commission (LPC)
	BS1 6EH		Fleetbank House
	Eastbrook		London
	Shaftesbury Road		EC4Y 8JX
<b>Cardiff</b>	Cambridge	<b>Manchester</b>	3rd Floor
	CB2 8DF		Piccadilly Gate
	3rd Floor		Store Street
	Companies House		Manchester
<b>Coventry</b>	Crown Way	<b>Nottingham</b>	M1 2WD
	Cardiff		Apex Court
	CF14 3UZ		City Link
	Coventry (SFA)		Nottingham
<b>Gateshead</b>	Coventry	<b>Sheffield</b>	NG2 4LA
	Cheylesmore House		2 St Paul's Place
	Quinton Road		125 Norfolk Street
	St Georges House		Sheffield
<b>Guildford</b>	Kingsway Homes	<b>Swindon</b>	S1 2FJ
	Gateshead		Polaris House Rm c204
	NE11 0NA		North Star Avenue
	Bridge House		Swindon
<b>Leeds</b>	1 Walnut Street	<b>Teddington</b>	SN2 1SZ
	Guildford		National Measurement and Regulation Office
	GU1 4GA		Stanton Avenue
	3rd Floor		Teddington
<b>London</b>	1 City Walk	<b>Warrington</b>	Middlesex
	Leeds		TW11 0JZ
	LS11 9DA		Daresbury Laboratory
	1 Victoria Street		Science and Innovation Campus
<b>London</b>	London	<b>Warrington</b>	Keckwich Lane, Daresbury
	SW1H 0ET		Warrington
	London (More London Riverside)		WA4 4AD
	2 More London Riverside		



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

**Applicable Call Off Contract Terms**

**Optional Clauses**

**Additional Clauses and Schedules**

Not Applicable

**A: SERVICES – Mandatory**

The following clauses will automatically apply where Lot 3 services are provided (this includes Lot 4a & 4b where Lot 3 services are included).

A3: Staff Transfer

A4: Exit Management

C: Call Off Guarantee

D: Relevant Convictions

E: Security Requirements

**A: PROJECTS - Optional**

F: Collaboration Agreement

Where required please complete and append to this Order Form as a clearly marked document (see Call Off Schedule F)

A1: Testing

A2: Key Personnel

G: Security Measures

**B: SERVICES - Optional**

Only applies to Lots 3 and 4a and 4b

H: MOD Additional Clauses

B1: Business Continuity and Disaster Recovery

B2: Continuous Improvement & Benchmarking

**Alternative Clauses**

B3: Supplier Equipment

To replace default English & Welsh Law, Crown Body and FOIA subject base Call Off Clauses

B4: Maintenance of the ICT Environment

B5: Supplier Request for Increase of the Call Off Contract Charges

Scots Law  
Or

B6: Indexation

Northern Ireland Law

B7: Additional Performance Monitoring Requirements

Non-Crown Bodies

Non-FOIA Public Bodies



**Collaboration Agreement** (see Call Off Schedule F) This Schedule can be found on the RM3804 CCS webpage. The document is titled RM3804 Collaboration agreement call off schedule F v1.

**Organisations required to collaborate**  
(Collaboration Suppliers)  
Not Applicable

An executed Collaboration Agreement shall be delivered from the Supplier to the Customer within the stated number of Working Days from the Call Off Commencement Date

Not Applicable

**OR**

An executed Collaboration Agreement from the Supplier has been provided to the Customer and is attached to this Order Form.

**Licensed Software**

**Supplier Software**

Not Applicable

**Third Party Software**

Not Applicable

**Customer Property**

Equipment	Quantity	Condition
Dell XPS13 i7	51	Damaged
Dell XPS 13 i5	c50	Working
Dell Latitude E7240	67	Working some damaged
Dell Latitude E7440	1	Working some damaged
Dell Latitude E6330	1	Working some damaged
Dell Latitude E7280	4	Working some damaged
Lenovo ThinkPad	1	Working
Microsoft SurfacePro	4	Working
Fujitsu Lifebook NH751	2	Working
Toshiba 4010CDT	1	Working
Dell WD52H 45WH batteries	10	May be damaged not sure
Dell Optiplex 3020 desktops	6	Working
MacBook Pro 13 inch	10	Damaged
iPhone 6s	98	Damaged
Microsoft Lumia 650	3	Working and Damaged
Microsoft Lumia 635	1	Working and Damaged
Microsoft Lumia 735	1	Working and Damaged
Nokia 208	1	Working and Damaged
ZTE F320	2	Working and Damaged
Nokia 625	16	Working and Damaged



MiFi units	2	Working and Damaged
Nokia RM974	1	Working and Damaged
Nokia RM1038	1	Working and Damaged
Nokia 925	3	Working and Damaged
Microsoft RM1152	6	Working and Damaged
Various Mobile handsets (not smartphones)	7	Nokia, Mobiwire and ZTE
Monitors	c30	Various Dell and other models. Dell P2213f - some Working/Not Working/Water damaged
Laptop Sleeves	c40	
Dell Monitor Stands	c20	New and Used
Keyboards	c20	Working/Not Working/Water Damaged
Mice	c20	Working/Not Working/Water Damaged
Dell Docking Stations	c10	Not Working/Water Damaged
Network/ Power Cables	4 Crates Full	New and Used
Network Equipment such as Switches, Routers etc	1 Full Cage	Used

#### Call Off Contract Charges and Payment Profile

The total value of the opportunity in relation to costs incurred for collection, data erasure, diagnostics and QA of devices shall not exceed £75,000.00 excluding VAT.

The initial contract value shall not exceed £50,000.00 excluding VAT.

The optional 12-month extension shall not exceed £25,000.00 excluding VAT.

The Supplier shall provide the Customer with the agreed percentage (%) split for financial return as detailed in Section D Supplier Response.

<b>Undisputed Sums Limit (£)</b>	Not Applicable
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<b>Delay Period Limit (calendar days)</b>	Not Applicable
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<b>Estimated Year 1 Call Off Contract Charges (£)</b>	The total value shall not exceed £25,000.00 excluding VAT.
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#### Enhanced Insurance Cover

Third Party Public Liability Insurance (£)	Not Applicable
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Professional Indemnity Insurance (£)	Not Applicable
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#### Transparency Reports



Not Applicable	
<b>Quality Plans</b>	
Time frame for delivery of draft Quality Plans from the Supplier to the Customer – from the Call Off Commencement Date (Working Days)	Not Applicable
<b>Implementation Plan (see Call Off Clause 5.1.1)</b>	
Time frame for delivery of a draft Implementation Plan from the Supplier to the Customer – from the Call Off Commencement Date (Working Days)	Not Applicable
<b>BCDR</b>	
An executed BCDR Plan from the Supplier is required prior to entry into the Call Off Contract	<input type="checkbox"/>
<b>OR</b>	
Time frame for delivery of a BCDR Plan from the Supplier to the Customer – from the Call Off Commencement Date (Working Days)	Not Applicable
Disaster Period (calendar days)	Not Applicable
<b>GDPR</b>	
<i>Where a specific Call Off Contract requires the inclusion of GDPR data processing provisions, please complete and append Call Off Schedule 7 to this order form. This Schedule can be found in the Call Off Contract on the RM3804 CCS webpage</i>	
<b>Supplier Equipment</b>	
X - Service Failures (number)	Not Applicable
Y – Period (Months)	Not Applicable
<b>Key Personnel &amp; Customer Responsibilities</b>	
<b>Key Personnel</b>	<b>Customer Responsibilities</b>
Not Applicable	Not Applicable
<b>Relevant Conviction(s)</b>	
Not Applicable	
<b>Appointment as Agent</b>	
Specific requirement and its relation to the Services	Other CCS framework agreement(s) to be used



Secure Data Handler

Not Applicable

## SERVICE LEVELS AND SERVICE CREDITS

### Service Levels

Not Applicable

### Critical Service Level Failure

Not Applicable

### Service Credits

Not Applicable

### Service Credit Cap

Not Applicable

## Additional Performance Monitoring Requirements Technical Board

Not Applicable

Time frame in which the Technical Board shall be established – from the Call Off Commencement Date (Working Days) Not Applicable



## Section D Supplier response

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

The following documentation forms an integral part of the Contract, and shall serve as an applicable document throughout the execution of the Contract:

- DDaT19151 Mini Competition
- DDaT19151 Clarifications of Sourcing Documents

The Supplier's Bid proposal, submitted in response to tender "DDaT19151 – BEIS IT Equipment Disposal", will also form an integral part of the Contract, including all responses and attachments to questions "AW6.1 – PROJ1.9".

Where there is conflict or inconsistency between "DDaT19151 Mini Competition" and the Supplier's Bid proposal documents, the former shall prevail (unless accepted otherwise in writing by the Contracting Authority) in each case to the extent necessary to resolve that conflict or inconsistency.

### Commercially Sensitive information

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

### 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. If a Direct Award, please refer to the Price Card as attached to the Supplier's Catalogue Service Offer.

The total value of the opportunity shall not exceed £75,000.00 excluding VAT including any options to extend.

The initial contract value shall not exceed £50,000.00 excluding VAT.

The optional 12-month extension shall not exceed £25,000.00 excluding VAT.

The charges for the full duration of the contract and any potential extension shall be in line with the bidder response "AW5.2 Price Schedule" submitted as part of the tender response as per breakdown below.



Crown  
Commercial  
Service

## Appendix

AW5.2 Price Schedule

**REDACTED**



## Section E Call Off Contract award

This Call Off Contract is awarded in accordance with the provisions of the Technology Services 2 Framework Agreement RM3804.

The Supplier shall provide the 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	<b>REDACTED</b>
Job role/title	<b>REDACTED</b>
Signature	<b>REDACTED</b>
Date	<b>REDACTED</b>

#### For and on behalf of the Customer

Name	<b>REDACTED</b>
Job role/title	<b>REDACTED</b>
Signature	<b>REDACTED</b>
Date	<b>REDACTED</b>