**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**  Department for Education |

|  |
| --- |
| **Billing address**  Your organisation’s billing address - please ensure you include a postcode  Redacted |

|  |
| --- |
| **Customer representative name**  The name of your point of contact for this Order  Redacted |

|  |
| --- |
| **Customer representative contact details**  Email and telephone contact details for the Customer’s representative  Redacted |

|  |
| --- |
| **Supplier details** |
| **Supplier name**  The Supplier organisation name, as it appears in the Framework Agreement  Bytes Software Services |

|  |
| --- |
| **Supplier address**  Supplier’s registered address  Redacted |

|  |
| --- |
| **Supplier representative name**  The name of the Supplier point of contact for this Order  Redacted |

|  |
| --- |
| **Supplier representative contact details**  Email and telephone contact details of the supplier’s representative  Redacted |

|  |
| --- |
| **Order reference number**  A unique number provided by the supplier at the time of quote  Supplier to confirm |

**Section B**

**Overview of the requirement**

|  |  |
| --- | --- |
| **Framework Lot under which this Order is being placed**  Tick one box below as applicable | |
| 1. HARDWARE |  |
| 1. SOFTWARE |  |
| 1. COMBINED SOFTWARE AND HARDWARE REQUIREMENTS |  |
| 1. INFORMATION ASSURED PRODUCTS |  |
| 1. VOLUME HARDWARE REQUIREMENTS (DIRECT FROM OEM) |  |

|  |
| --- |
| **Customer project reference**  Please provide a project reference, this will be used in management information provided by suppliers to assist CCS with framework management  Microsoft MPSA Preferred Reseller |

|  |
| --- |
| **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  09/05/2018 |

|  |  |
| --- | --- |
| **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 periodcomplete the fields below  24 months | |
| **Call Off Initial Period** Months  Click here to enter text. | **Call Off Extension Period (Optional)** Months  Click here to enter text. |

|  |
| --- |
| **Specific Standards or compliance requirements**  Include any conformance or compliance requirements with which the Goods and/or Services must meet  Supplier to complete and submit to customer a full detailed response to the questions posed in Schedule 5 of the Contract Framework Terms and Conditions. This response should be in the form of an attachment to this order form |

**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*  Microsoft Products and Services as per MPSA agreement |

|  |
| --- |
| **Warranty Period, if applicable**  Click here to enter text |

|  |
| --- |
| **Location/Site(s) for Delivery**  Applicable to all DfE sites |

|  |  |  |
| --- | --- | --- |
| Dates for Delivery of the Goods and/or the Services  Click here to enter a date. | | |
| Software List product details under each relevant heading below | | |
| Supplier Software  Various Microsoft software. | Third Party Software  Click here to enter text.  Include license or link in Call Off Schedule 3 | Maintenance Agreement  Click here to enter text.  Include terms or link in Call Off Schedule 3 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Additional Clauses (see Annex 3 of Framework Schedule 4)** Tick as required | | | | | |
| **Alternative Clauses** |  | **Additional Clauses**  Tick one box below as applicable |  | **Optional Clauses**  Tick any applicable boxes below |  |
| Scots Law  Or |  | A: Termed Delivery – Goods |  | C: Due Diligence |  |
| Northern Ireland Law |  | B: Complex Delivery – Solutions  (includes Termed Delivery – Goods) |  | D: Call Off Guarantee |  |
| Non-Crown Bodies |  | **NB Both of the above options require an Implementation Plan which should be appended to this Order Form** |  | E: NHS Coding Requirements |  |
| Non-FOIA Public Bodies |  |  | 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)**  Total Contract Value is up to £5,341,000 excluding VAT. The payment method for this Call-Off Contract is BACS. The Supplier will issue electronic invoices following the raising of a PO. The Buyer will pay the Supplier within 30 days of receipt of a valid invoice. All invoices must include: be dated and have a unique invoice number; quote a valid purchase order number; include correct Supplier details; specify the services supplied; and be for the correct sum – in accordance to costs agreed with the Customer; | |
| **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 | £2.5m |

**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  Click here to enter text. |

|  |
| --- |
| **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 |

|  |
| --- |
|  |

|  |
| --- |
|  |

**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 | **Redacted** |
| Job role/title | **Redacted** |
| Signature | **Redacted** |
| Date | **Redacted** |

**For and on behalf of the Customer**

|  |  |
| --- | --- |
| Name | **Redacted** |
| Job role/title | **Redacted** |
| Signature | **Redacted** |
| Date | **Redacted** |