

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

CALL-OFF REFERENCE: SR1189532863

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

BUYER ADDRESS:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

THE SUPPLIER: Flexiform

SUPPLIER ADDRESS:

[REDACTED]
[REDACTED]
[REDACTED]

REGISTRATION NUMBER:

[REDACTED]

DUNS NUMBER:

[REDACTED]

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 16th December 2022.

It's issued under the Framework Contract with the reference number [RM6119](#) for the provision of office furniture that meets the Government Hub Programme.

CALL-OFF LOT(S):

[Lot 8](#)

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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 5 (Corporate Social Responsibility)
 - 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 [RM6119](#).
 - Call-Off Schedule 4 (Call Off Tender)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.7)
5. 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.

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CALL-OFF SPECIAL TERMS

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

Special Term 1: HMRC Mandatory Terms

CALL-OFF START DATE: 16/12/2022

CALL-OFF EXPIRY DATE: 16/06/2023

CALL-OFF INITIAL PERIOD: 6 Months

CALL-OFF DELIVERABLES

HMRC produced an Inclusive Design Guide (IDG) in 2019.

Since its development, and from lessons learned, it has been established that having a mix of muted coloured desk top options provides a much better working environment for colleagues - particularly colleagues with neurodiverse concerns. Delivery will enable workplace desk top alignment with the design of our Regional Centres/Government Hubs, and more importantly, enable us to meet an IDG requirement to give colleagues the best experience while working in our spaces.

The proposed route to market is a Direct Award on the Furniture & Associated Services RM6119 Crown Commercial framework agreement. Flexiform has been selected as the chosen supplier as the desks were originally supplied by Flexiform and therefore we can ensure the warranty is maintained and correct fixtures are used.

Flexiform will remove white desktops in St Marks & St Mary's in Preston and replace with 142 coloured desktops in line with the Inclusive Design Guide meeting the needs of neurodiverse colleagues. This will also include the removal and replacement of monitor arms on the desks.

See full 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:
£18,485.00

CALL-OFF CHARGES

Framework Ref: RM6119
Project Version: v1.0
Model Version: v3.5

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

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)

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: [REDACTED]

Role: [REDACTED]

E-mail: [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

[REDACTED]

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

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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

Not Applicable

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 Period is: One Month.

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

ADDITIONAL INSURANCES

Specified in accordance with Joint Schedule 3 (Insurance Requirements) if 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 Buyers social value including any other relevant commitments or obligations within the framework.

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
	 2022		20 December 2022