

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

Order Form

CALL-OFF REFERENCE: **TRGF3096**

THE BUYER: Department for Transport

BUYER ADDRESS 33 Horseferry road, London, SW1P 4DR

THE SUPPLIER: XMA Limited

SUPPLIER ADDRESS: Unit 44, Wilford Industrial Estate, Ruddington Lane, Wilford, Nottingham, NG11 7EP

REGISTRATION NUMBER: 2051703

DUNS NUMBER: 298484148

SID4GOV ID: N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 04/01/2021. It's issued under the Framework Contract with the reference number 6059 Framework Contract for the provision of Office Stationery and Electronic Office Supplies.

CALL-OFF LOT(S):

Lot Number	Lot Description	Relevant (Yes / No)
1	Office Stationery and Electronic Office Supplies	
2	Office and Electronic Office Supplies	
3	Electronic Office Supplies	Yes

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. Framework Schedule 3 (Framework Prices)
3. RM6059 Framework Schedule 1 (Specification)
4. Joint Schedule 1 (Definitions and Interpretation) RM6059
5. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6059
 - Joint Schedule 2 (Variation Form)
 - 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 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Call-Off Schedules for **TRGF3096**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - 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 10 (Exit Management)
 - Call-Off Schedule 11 (Installation Works)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 16 (Benchmarking)
 - Call-Off Schedule 18 (Background Checks)
6. CCS Core Terms (version 3.0.7)

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
Not Applicable

CALL-OFF START DATE: 04/01/2021

CALL-OFF EXPIRY DATE: 03/01/2023

CALL-OFF INITIAL PERIOD: Two Years with the option to extend for up to 2 further periods of 12 months

CALL-OFF DELIVERABLES
Ongoing supply of Electronic Office Supplies, See details in Framework Schedule 1 (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 £60,000.00 excluding VAT

CALL-OFF CHARGES
See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES
None

PAYMENT METHOD
All methods of payment including Government Procurement Card (GPC) or (BACS)

BUYER'S INVOICE ADDRESS:
Department for Transport,
Shared Services arvato,
Sandringham Park,
Swansea Vale,
Swansea,
SA7 0EA
BUYER'S AUTHORISED REPRESENTATIVE

Commercial Advisor

[dft.gov.uk](https://www.dft.gov.uk)
33 Horseferry road, London, SW1P 4DR

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

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BUYER'S ENVIRONMENTAL POLICY

Included in Joint schedule 5 (Corporate Social Responsibility) Clause 7.

BUYER'S SECURITY POLICY

Included in call-off schedule 9 (security).

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Contracts Director

[REDACTED]@xma.co.uk

Unit 44, Wilford Industrial Estate, Ruddington Lane, Wilford, Nottingham, NG11 7EP

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Account Manager

[REDACTED]@xma.co.uk

Unit 44, Wilford Industrial Estate, Ruddington Lane, Wilford, Nottingham, NG11 7EP

PROGRESS REPORT FREQUENCY

On the 10th Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on a day to be agreed suitable for all parties

KEY STAFF

[REDACTED]

Account Manager

[REDACTED]@xma.co.uk

Unit 44, Wilford Industrial Estate, Ruddington Lane, Wilford, Nottingham, NG11 7EP

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

XMA regard all information relating to our People, Processes and Pricing as commercially sensitive

Termination

The Buyer have the right to terminate this call-off contract at any point throughout the duration of the call-off by providing a written notice of termination to the supplier at least 90 days prior to the termination date.

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

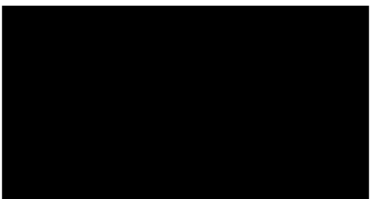
Framework Ref: RM6059 Office Supplies Framework

Project Version: v1.0

Model Version: v3.5

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 Joint schedule 5 (Corporate Social Responsibility).

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Contracts Director	Role:	DFT COMMERCIAL MANAGER
Date:	22 December 2020	Date:	18/12/2020

