

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

## Order Form

CALL-OFF REFERENCE:	<b>701114423</b>
THE BUYER:	<b>MINISTRY OF DEFENCE</b>
BUYER ADDRESS	<b>Leach Building, NCHQ HMS Excellent Whale Island, Portsmouth, Hants, PO2 8BY</b>
THE SUPPLIER:	TBC
SUPPLIER ADDRESS:	TBC
REGISTRATION NUMBER:	TBC
DUNS NUMBER:	TBC
SID4GOV ID:	TBC

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 20 October 2020.

It's issued under the Framework Contract with the reference number RM6068 for the provision of Technology Products and Associated Services.

### CALL-OFF LOT(S):

Lot 2 Hardware & Associated Services

### 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) RM6068

3. The following Schedules in equal order of precedence:

- Joint Schedules for RM6068
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)

---

  - Joint Schedule 10 (Rectification Plan)
  - Joint Schedule 11 (Processing Data)
  - Joint Schedule 12 Supply Chain Visibility
- Call-Off Schedules for **701114423**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 5 (Pricing Details) *Insert table at bottom.*
    - Call-Off Schedule 11 (Installation Works)
    - Call-Off Schedule 17 (MOD Terms)
    - Call-Off Schedule 20 (Call-Off Specification)

4. CCS Core Terms (version 3.0.6)

5. Joint Schedule 5 (Corporate Social Responsibility) RM6068

6. Annexes A to E Call-Off Schedule 6 (ICT Services)

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

None

CALL-OFF START DATE: **06 Jan 2021**

CALL-OFF EXPIRY DATE: **06 Jan 2022**

CALL-OFF INITIAL PERIOD: **5 weeks installation plus 12 Months warranty on works.**

CALL-OFF OPTIONAL EXTENSION PERIOD **Nil**

#### CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)

#### LOCATION FOR DELIVERY

See details in Call-Off Schedule 20 (Call-Off Specification)

#### DATES FOR DELIVERY OF THE DELIVERABLES

See details in Schedule 20

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

Crown Copyright 2018

### TESTING OF DELIVERABLES

See details in Schedule 20

### WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 12 months post installation date.

### MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

### CALL-OFF CHARGES

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

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

See details in Schedule 20

### BUYER'S INVOICE ADDRESS:

Invoice to be submitted via Exostar

### BUYER'S AUTHORISED REPRESENTATIVE

Elizabeth Meatyard-Gale

Commercial Officer

Elizabeth.meatyard-gale100@mod.gov.uk

MP 1.1, NCHQ Leach Bldg, HMS EXCELLENT, Portsmouth. Po2 8BY.

### BUYER'S ENVIRONMENTAL POLICY

None

### BUYER'S SECURITY POLICY

As per MoD Terms Schedule 17.

### SUPPLIER'S AUTHORISED REPRESENTATIVE (TBC)

[Insert name]

[Insert role]

[Insert email address]

[Insert address]

### SUPPLIER'S CONTRACT MANAGER

[Insert name]

[Insert role]

[Insert email address]

[Insert address]

**PROGRESS REPORT FREQUENCY**

See details in Schedule 20

**PROGRESS MEETING FREQUENCY**

See details in Schedule 20

**KEY STAFF**

Contract Managers

**KEY SUBCONTRACTOR(S)**

NA

**COMMERCIALLY SENSITIVE INFORMATION**

NA

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Additional Insurances required in accordance with Joint Schedule 3

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

## **Call-Off Schedule 5 (Pricing Details)**

Item Number	Specification	Delivery Date (estimated dates to be confirmed on contract award)	Total Qty	Firm Price (£) Ex VAT	
				Per Item	Total inc. packaging (and delivery)
1	Provision of	Jan 2021 to Jan 2022	1	£ Ex VAT	£ Ex VAT
				<b>Total Firm Price</b>	£ Ex VAT

## Call-Off Schedule 20 (Call-Off Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract

### STATEMENT OF REQUIREMENT

16 Oct 20

#### TP1151 – Command Conference Facility

1. A requirement has been identified to provide a medium sized conference facility on site.
2. The current conferencing facilities within HMS Collingwood (CWD) are; the Captains Room max 10, Collingwood Hall max 150 and Millennium Hall max 350 people. There is no medium sized facility suitable for conferencing/briefing teams. The new facility will be suitable for up to 40 people. This facility is envisaged to be used significantly by the T45 and T26 training teams as future training is formulated and evolved.
3. The facility will be designed with the capability/flexibility to allow multiple roles; conferencing, briefing, Skype meetings ect.
4. The contractors are reminded that an ECR 3 from Site Coordinating Installation Design Authority (SCIDA) is required before commencing any IT infrastructure installations associated with this project. The installation is not to commence until the Authority to Proceed is obtained from the Training Equipment Project Management Team (TEPMT) Project Manager (PM).

Note: Cables and materials for MOD installations are to be Cat 6 Low Halogen Smoke Free (LHSF) and used only if they comply with EURO CLASS STANDARD 305/2011. From 1st July 2017, all cables will be marked with the CE mark and the "Euro Class category for the cable marked on the cable sheath. Contractors shall make available a Declaration of Performance (DOP) certificate available to the ATLAS ISPM on request.

5. To ensure submission of a complete and comprehensive quote, a full survey of the project equipment fits, power and LAN requirements will be conducted prior to the agreed tender submission date. This can be completed during the 'Industry Day' to be held on 18 Nov 2020. Suppliers wishing to attend these days are to email the detailed Commercial Officer by 10:00 on 11 Nov 2020.
6. To maintain change/configuration control, all changes/modifications/deviations to the agreed design must first be authorised by the PM prior to the changes taking place. The Change Request Form (CRF), Annex A, can be used to formally record changes.

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

Crown Copyright 2018

7. The outline of this requirement is as follows and should be read against the accompanying table and drawings:
- a. Supply and install 2 x TLAN and 2 x MoDnet NAP positions into room S23.
  - b. Supply and install conferencing AV system to utilise presentation position TLAN and MoDnet PCs and 4 large monitors.
  - c. Install free issue large monitors x 4.
  - d. Paragraph removed 19 Nov 2020.
  - e. Supply LAN/power containment as required to supply 4 large monitors and the PCs (connection to power is a separate DIO requirement).
  - f. Supply suitable media to present the correct corporate image of CWD.

Full specifications of the requirement are detailed in the tables below.

8. Quote must include a scheme of works which must detail installation time frames. The principle requirements must be met as detailed below.

9. Room S23

Req. No	Requirement	Remarks
<b>1</b>	<b>Installation – Electrical</b>	
1.1	Supply and install as required suitable compliant 3-compartment containment to the DB, PCs and Screens. This containment is for the networks and power.	<p>Supply and fit 3-compartment containment around the room to support the power and LAN requirements as per the attached room layout.</p> <p>The Centre Compartment must be a minimum of 100mm high; this is to maintain the 100mm regulatory gap between Power cables and Cat 6 data cables.</p> <p>TSSO back boxes and Network access point (NAP) back boxes will be installed into the centre compartment of the containment.</p> <p>Power cables are to run through the bottom compartment of the containment entering the</p>

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

Crown Copyright 2018

		<p>centre section when required to supply TSSO's.</p> <p>Passive Infrastructure cables are to run through the top compartment of the containment entering the centre section when required to supply NAP's.</p>
1.2	Supply and install 5 times TSSO's (back boxes only) as per attached room diagram	Back Boxes to be installed into Centre compartment of containment installed at para 1.1
1.3	Supply and install 5 times switched fused spur back boxes only as per attached room diagram	Back Boxes to be installed into Centre compartment of containment installed at para 1.1
<b>2</b>	<b>Network</b>	
2.1	Supply and install network infrastructure iaw approved on site IT contractor ECR 2 design.	<p>Any changes to approved ECR 2 design must be first authorised through the PM and the onsite IT design authority</p> <p>LAN cables shall be terminated, tested and labelled as appropriate in accordance with JSP 604 Pt 2 Vol 2.</p> <p>All network installations will require certification and are to be iaw JSP 604 such that they will achieve Site Coordination Design Authority (SCIDA) approval and achieve ECR5 certification.</p> <p>ATLAS design solution for TLAN installation will be issued at the tenders conference.</p>
2.2	Supply and install TLAN NAP x 2 as per design. Terminate and test LAN cables to NAP.	As per attached diagram.
2.3	Supply and install MoDnet NAP x 2 as per design. Terminate and test LAN cables to NAP.	As per attached diagram.

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

Crown Copyright 2018

2.4	LAN cables shall be run through the top compartment of the containment.	To keep the mandated 100mm gap between Cat 6 cables and power cables.  LAN Cables will run through the top compartment of the containment only entering the centre compartment for access to the NAP.
2.5	Supply SCIDA ECR 2 and 4 paperwork for the network design and installation.	
<b>3</b>	<b>Testing and certification</b>	
3.1	Electrical and LAN certification must be provided on completion iaw current regulations.	All certification will be emailed to the PM and Atlas PM on completion of testing. This is to ensure minimum delay in submission of ECR4.
<b>4</b>	<b>Audio</b>	
4.1	Suitable audio system to be integrated to the lectern for presentation purposes including microphone position at the lectern	Goose neck at lectern and microphone should have a mobile option.
4.2	Meeting PCs and display 4, to be configured and equipment to allow Skype for business video conference meetings. Suitable audio/microphone system to be supplied if not using displays speakers and Skype camera microphone.	Equipment to be mobile/removable to allow reconfiguration of meeting space from 0 - 20 people.
<b>5</b>	<b>Media</b>	
5.1	Suitable range of CWD centric media including wall acetate, Perspex and pop up screens.	CWD through the ages, 1940s to the present has been discussed as a theme.  Details it be included in the ITT
5.2	Mount 4 x customer supplied 75" large monitors as per attached room diagram.	Mounting brackets will be supplied.  Containment to be supplied for USB connection and video cables as required iaw attached room diagram.
5.3	Supply and install suitable lectern and connecting components for Briefing area.	TLAN and MoDnet PCs are to be in an integrated lectern with the ability to



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

Crown Copyright 2018

		<p>add an external data source (laptop)</p> <p>The lectern will be able to control the configuration of the main displays, (1 &amp; 2) and display information that is shown on the repeater displays, (3 &amp; 4), within the room.</p> <p>AV Cable runs should be house in suitable compliant containment if it can not be house in the 3 compartment containment at para 1.1</p>
5.4	Supply and install suitable lectern and connecting components for the Meeting area	<p>TLAN and MoDnet PCs are to be in a suitable cabinet with the ability to add an external data source (laptop).</p> <p>These PCs are only required to operate with Screen 4.</p> <p>AV Cable runs should be housed in suitable compliant containment, if it cannot be housed in the 3 compartment containment at para 1.1</p>

### Warrantees

10. The following are to be included:

- a. Interactive screens are to come with their own manufacturer warranty.
- b. The successful tender will be expected to provide a minimum of 12 months warranty and on-site support to cover their installation.

11. Additional requirements:

- a. Contractor shall have both ISO 9001 and NICEIC accreditations with a suitable scope for the work required.
- b. All work shall be carried out in accordance with current Regulations & standards appertaining to the type of work undertaken.

- c. The Contractors Electrical staff must be certified by the Establishment Electrical Approved Person (AP), to obtain this certification individual electricians / electrical fitters shall:
  - (1) Prove their competence by showing original indentures, I.E.E. course certification etc.
  - (2) Hold a current Basic First Aid certificate.
  - (3) Hold a current Basic Fire Fighting certificate.
  - (4) Be in possession of Approved Test Equipment, Personal Locks and Signs.
- d. The contractor shall supply all tools and lifting equipment (with current certification) and any other equipment as necessary to complete this task.
- e. The whole of the work covered by this specification shall be undertaken without MoD assistance unless otherwise stated.
- f. All materials required to carry out the task shall be supplied by the contractor unless otherwise stated.
- g. Where CIS is being installed the contractor is to comply with the Navy Command Engineering Change Request (ECR) process.
- h. Contractors are to be available at installation inspections that are conducted by external authorities, (eg SCIDA, MCTA).
- i. Contractors are to be able to work unescorted within the establishment either through having the appropriate security clearance or providing their own escorts that have the appropriate security clearance, unless otherwise stated.
- j. Prior to commencement of any work by contractors on site they must conduct a site induction brief (4 Cs) with the Training Equipment Installation Coordinator (TEIC). The safety brief is site generic and the brief is valid for a period of up to 12 months. The contractor must carry the 4Cs card issued by TEIC at all times when working on site and be able to produce the card upon request. A site (building) specific brief must be obtained from the building manager or TU prior to work commencing.
- k. TEPMT TEIC and contractors shall consult the onsite asbestos register to identify any possible issues with the proposed work schedule and on asbestos materials in the vicinity of the work to be undertaken.

## **Health and safety**

- 12. Prior to starting work, the contractor will be required to forward the following:
  - a. Risk Assessment that includes:

- (1) The tasks should be identified.
  - (2) All hazards should be identified, including COVID-19.
  - (3) Hazards should be eliminated where possible.
  - (4) Persons at risk should be identified.
  - (5) All risks should be evaluated.
  - (6) Controls should be developed for these risks.
  - (7) The Assessment should be recorded.
  - (8) Controls should be implemented.
  - (9) The Assessment should be reviewed and monitored as necessary.
- b. Proposed Safe System of Work / Method Statement that should include:
- (1) Details of work to be done.
  - (2) Method of doing this work.
  - (3) Location of the worksite.
  - (4) Project timing and phasing.
  - (5) Details of Personnel, their skills, training and competence.
  - (6) Details of equipment to be used including Maintenance procedures and records.
  - (7) Additional precautions due to COVID-19 requirements
- c. Copy of the company's Health and Safety Policy.
- d. History of the Company's safety performance.
- e. Certification and Tests of Plant and Equipment being employed.
- f. COSHH assessments for any hazardous materials being brought and used on site.
- g. The company is responsible for ensuring that all employees are compliant with the H&S requirements detailed in their RAMS, eg use of PPE.
- h. Waste management certification as required.
- i. The company shall provide evidence that they have current 3<sup>rd</sup> party liability insurance with a minimum value of £5M.

Note:- Recently there has been reports concerning the lack of PPE worn by contractors in HMS Collingwood. Contractors are reminded that the wearing of all PPE is mandatory for the specific task as detailed iaw the risk assessment. In particular:

- j. Hard hats are to be worn when necessary and where there is a danger of knocks and falling items.
- k. High Visibility jackets **must be worn** when working outside of buildings and inside as necessary.

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

Crown Copyright 2018

- l. Safety shoes/boots are always to be worn when working on site. Plimsolls are never acceptable.
- m. Risk Assessment and Method statement are always to be on hand for the task in progress.
- n. All workers are to be in date for the 4C's Induction with TEIC before commencing any work.
- o. 'Lone man' working' is not allowed within TEPMT controlled projects.
- p. Contractors must 'sign in/out' of the building before and on completion of the working period.
- q. Contractors not abiding with the ethos of the induction training and H&S regulation will be escorted off site. Repeated transgressions may result in breach of contract.

### **Working hours**

- 13. The contractor will normally be required to contain work within the routine working hours of the Establishment i.e. 0800 – 1600 Monday to Thurs, 0800 – 15.30 Fri. Work outside of routine working hours must be agreed and authorised with the TEPMT Senior Project Manager (SPM) a minimum of 24hrs in advance.

### **Timelines**

- 14. The duration for installation will be 5 weeks. Works must be completed by 10th March 2021.

### **Worksite**

- 15. The worksite is always to be kept clean and tidy. All waste to be removed and disposed of iaw current legislation and the site cleaned before handover to TEPMT

### **Security**

- 16. Workers must hold active SC clearance or apply for BPSS clearance to work on site unescorted.

### **Miscellaneous information**

- 17. Establishment: HMS COLLINGWOOD
- 18. Training Project: TP1151 - Command Conference Facility

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

