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

**Order Form**

CALL-OFF REFERENCE: HVE CORP BROCADE SAN SWITCH

REPLACEMENT CONTRACT

THE BUYER: Home Office, Hendon Data Centre,

BUYER ADDRESS 1 Peel Square, Aerodrome Road,

London NW9 5JE

THE SUPPLIER: Desk Top Publishing Micro Systems Limited t/a DTP Group [DTP]

SUPPLIER ADDRESS:DTP Group, DTP House, 4 Bowcliffe Road, Leeds, LS10 1HB

REGISTRATION NUMBER:

DUNS NUMBER:

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 07/01/2021.

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 11 (Processing Data)

* Call-Off Schedules for HVE CORP BROCADE SAN SWITCH

REPLACEMENT CONTRACT

* + Call-Off Schedule 8 (Business Continuity & Disaster Recovery) Part B
  + Call-Off Schedule 11 (Installation Works)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.6)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6068

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 but please note that we may wish to use the following break clause at some point during the duration of the contract:

**This clause is covered by clause 10.3.1 as detailed in the Framework Core Terms 3.0.6. document, stated here for convenience: ‘Each Buyer has the right to terminate their Call-Off Contract at any time without reason or liability by giving the Supplier not less than 90 days' written notice and if it’s terminated Clause 10.5.2 to 10.5.7 applies.’**

CALL-OFF START DATE: 01/02/2021

CALL-OFF EXPIRY DATE: 31/01/2024

CALL-OFF INITIAL PERIOD: Three (3) Years

CALL-OFF OPTIONAL EXTENSION None

PERIOD

CALL-OFF DELIVERABLES

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

LOCATION FOR DELIVERY

Hendon Data Centre

1 Peel Square

Aerodrome Road

London

NW9 5JE

And:

At our Watford site. Address to be provided to winning provider

DATES FOR DELIVERY OF THE DELIVERABLES

01/02/2021

TESTING OF DELIVERABLES

None

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 90 days

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

**£72,790.37 Excluding VAT.**

CALL-OFF CHARGES

**£72,790.37** **Excluding VAT**

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of a Specific Change in Law or Benchmarking using Call-Off Schedule 16 (Benchmarking) where this is used.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Method of payment: BACS

Before payment can be considered, each invoice MUST state a valid PO a number as issued by the Authority.

Invoice should include a detailed elemental breakdown of work completed and the associated costs.

Payment will be made 30 days following receipt of a correctly submitted invoice. The Authority will raise a purchase order on award of the contract.

BUYER’S INVOICE ADDRESS:

Home Office Shared Service Centre

HO Box 5015

Newport

Gwent NP20 9BB

BUYER’S AUTHORISED REPRESENTATIVE

Steve Butler

Commercial Manager

stephencharles.butler1@homeoffice.gov.uk

Home Office Commercial Directorate

Southern House

Wellesley Grove

Croydon CR0 1XG

SUPPLIER’S AUTHORISED REPRESENTATIVE

SUPPLIER’S CONTRACT MANAGER

KEY STAFF

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: |  | Signature: |  |
| Name: |  | Name: | Steve Butler |
| Role: |  | Role: | Commercial Manager |
| Date: |  | Date: | 11th January 2021 |