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

**Order Form**

CALL-OFF REFERENCE: **MCA 13/24/25 – BCP replacement Surface Pro 3 Laptops**

THE BUYER: **Maritime & Coastguard Agency**

BUYER ADDRESS [**Insert** business address]

THE SUPPLIER: [**Insert** name of Supplier]

SUPPLIER ADDRESS:[**Insert** registered address (if registered)]

REGISTRATION NUMBER:[**Insert** registration number (if registered)]

DUNS NUMBER: **[Insert** if known]

SID4GOV ID: **[Insert** if known]

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated [**Insert** date of issue].

It’s issued under the Framework Contract with the reference number RM6098 for the provision of Technology Products & Associated Service 2.

CALL-OFF LOT(S):

**Lot 1 Hardware & Software & 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) RM6098
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for RM6098
  + **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) including Annex 5 –~~
  + ~~Optional Terms for Bronze Contracts~~
  + ~~Joint Schedule 8 (Guarantee)~~
  + ~~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 RM6098
  + **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 6 (ICT Services) including Annexes A to E**
  + ~~[Call-Off Schedule 7 (Key Supplier Staff)~~
  + **Call-Off Schedule 8 (Business Continuity and Disaster Recovery)**
  + **Call-Off Schedule 9 (Security) Part A**
  + **Call-Off Schedule 10 (Exit Management)**
  + **Call-Off Schedule 11 (Installation Works)**
  + ~~Call-Off Schedule 12 (Clustering)~~
  + ~~Call-Off Schedule 13 (Implementation Plan and Testing)~~
  + ~~Call-Off Schedule 14 (Service Levels)~~
  + ~~Call-Off Schedule 15 (Call-Off Contract Management)~~
  + ~~Call-Off Schedule 16 (Benchmarking)~~
  + ~~Call-Off Schedule 17 (MOD Terms)~~
  + ~~Call-Off Schedule 18 (Background Checks~~
  + ~~Call-Off Schedule 19 (Scottish Law)~~
  + **Call-Off Schedule 20 (Call-Off Specification)**
  + ~~Call-off Schedule 21 (Northern Ireland Law)~~
  + ~~Call-off Schedule 22 (Lease Terms)~~
  + ~~Call-Off Schedule 23 (HMRC Terms)~~

1. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form
2. Joint Schedule 5 (Corporate Social Responsibility) RM6098

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

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

**None**

CALL-OFF START DATE: TBC

CALL-OFF EXPIRY DATE: TBC

CALL-OFF INITIAL PERIOD: TBC

CALL-OFF DELIVERABLES

**Detailed as part of ITT in Jaggaer**

LOCATION FOR DELIVERY

**Detailed as part of ITT in Jaggaer**

DATES FOR DELIVERY

**Please send confirmation of our purchase and continued subscription from Cisco to customer E-mail addresses as detailed in ITT prior to TBC**

TESTING OF DELIVERABLES

**None**

WARRANTY PERIOD

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

TBC

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

**TBC**

CALL-OFF CHARGES

**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:**

* **Indexation**

REIMBURSABLE EXPENSES

**None**

PAYMENT METHOD

**Payment will be made by BACS.**

BUYER’S INVOICE ADDRESS:

**DFT Shared Service Centre**

**Arvato Bertelsmann**

**Sandringham Park**

**Swnasea Vale**

**Swansea, Wales**

**SA7 0EA**

**Please send invoices electronically to: SSa.invoice@sharedservicesarvato.co.uk ensuring the correct PO is quoted**

BUYER’S AUTHORISED REPRESENTATIVE

**Joe.Funnell@mcga.gov.uk**

**Spring Place, 105 Commercial Road, Southampton SO15 1EG**

BUYER’S ENVIRONMENTAL POLICY

**DFTs operational sustainability strategy can be found on the following link:**

<https://assets.publishing.service.gov.uk/media/61928b8ad3bf7f054f43dfde/dft-operational-sustainability-strategy.pdf.pdf>

BUYER’S SECURITY POLICY

**Please see security aspects letter under Qualification in the ITT**

SUPPLIER’S AUTHORISED REPRESENTATIVE

[**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

**None**

PROGRESS MEETING FREQUENCY

**None**

KEY STAFF

**Not Applicable for standard supply transactions**

KEY SUBCONTRACTOR(S)

**Not Applicable**

COMMERCIALLY SENSITIVE INFORMATION

**Not Applicable**

SERVICE CREDITS

**Not applicable**

ADDITIONAL INSURANCES

**Not applicable**

GUARANTEE

**Not applicable**

SOCIAL VALUE COMMITMENT

**As per Technical Social Value questions in ITT**

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