

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

Order Form

CALL-OFF REFERENCE: 701575592

THE BUYER: Ministry of Defence

BUYER ADDRESS NCHQ, Whale Island, Portsmouth, PO2 8BY

THE SUPPLIER: Akhter Computers Limited

SUPPLIER ADDRESS: Akhter House, Perry Road, Harlow,
Essex, CM18 7PN

REGISTRATION NUMBER: 02253061

DUNS NUMBER: Redacted under FOIA Section 43, Commercial interests

SID4GOV ID: Redacted under FOIA Section 43, Commercial interests

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 8 November 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 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) RM6068
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6068

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- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- [Joint Schedule 7 (Financial Difficulties)]
- [Joint Schedule 8 (Guarantee)]

- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)

- Call-Off Schedules for 701575592
 - [Call-Off Schedule 3 (Continuous Improvement)]
 - [Call-Off Schedule 6 (ICT Services)]
 - [Call-Off Schedule 8 (Business Continuity & Disaster Recovery) Part [A/B]]
 - [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 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. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.
- 7. 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: 10 November 2021

CALL-OFF EXPIRY DATE: 9 November 2022

CALL-OFF INITIAL PERIOD: N/A

CALL-OFF OPTIONAL EXTENSION PERIOD: N/A

CALL-OFF DELIVERABLES

See details in Schedule of Requirements

LOCATION FOR DELIVERY

See details in Schedule of Requirements

DATES FOR DELIVERY OF THE DELIVERABLES

See details in Schedule of Requirements

TESTING OF DELIVERABLES

See details in Schedule of Requirements

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

See details in Schedule 5

CALL-OFF CHARGES

See details in Schedule 5

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

See details in Schedule of Requirements

BUYER'S INVOICE ADDRESS:

Invoice to be submitted via Exostar

BUYER'S AUTHORISED REPRESENTATIVE

Angela Benneworth
Commercial Manager

NCHQ, Whale Island, Portsmouth, PO2 8BY

BUYER'S ENVIRONMENTAL POLICY

None

BUYER'S SECURITY POLICY

As per MOD terms

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted under FOIA Section 40, Personal Information

Akhter Computers Limited

Akhter House, Perry Road

Harlow, Essex, CM18 7PN

Redacted under FOIA Section 40, Personal Information

SUPPLIER'S CONTRACT MANAGER

Redacted under FOIA Section 40, Personal Information

Akhter Computers Limited

Akhter House, Perry Road

Harlow, Essex, CM18 7PN

Redacted under FOIA Section 40, Personal Information

PROGRESS REPORT FREQUENCY

See details in Schedule of Requirements

PROGRESS MEETING FREQUENCY

See details in Schedule of Requirements

KEY STAFF

Redacted under FOIA Section 40, Personal Information

Akhter Computers Limited

Akhter House, Perry Road

Harlow, Essex, CM18 7PN

Redacted under FOIA Section 40, Personal Information

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

N/A

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

ADDITIONAL INSURANCES

Details of Additional Insurances required in accordance with Joint Schedule 3
(Insurance Requirements)

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

Call-Off Schedule 5 (Pricing Details)

Pricing Table

Deliverables in accordance with Statement of Requirements						
Item Number	Description	Delivery Date	Unit of Measurement	Quantity	Firm Price (£) Ex VAT – Per Item (including any packaging, delivery and importing)	Firm Price (£) Ex VAT -Total (including any packaging, delivery and importing)
1	Rucksack - Must accommodate as a minimum 15.6 inch laptop and contain inside (when delivered) a removable laptop sleeve capable of holding a laptop up to 15.6 inches. The rucksack must be a minimum of 20 litres capacity, black in colour and of polyester material, waterproof 1500mm – 5000mm rating, with nylon exterior. The removable sleeve on its own does not need a waterproof rating as it should be used inside the rucksack, 0-1500mm.	10 th January 2022	Per Item	2000	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
2	Mouse – must be black wired USB optical scroll	10 th January 2022	Per Item	2000	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
3	Keyed Dual Headed laptop T-bar lock - Lock must be 1.5m (minimum) Keyed Dual Headed laptop T-bar lock. Note: Cable lock MUST fit laptop models: Dell Latitude 5420 and HP Elitebook G5 & G6 laptops.	10 th January 2022	Per Item	2000	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests

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4	Headset – for compatibility must be Plantronics Blackwire C3220 USB-A Stereo Corded UC Headset.	10 th January 2022	Per Item	600	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
5	Rucksack - Must accommodate as a minimum 15.6 inch laptop and contain inside (when delivered) a removable laptop sleeve capable of holding a laptop up to 15.6 inches. The rucksack must be a minimum of 20 litres capacity, black in colour and of polyester material, waterproof 1500mm – 5000mm rating, with nylon exterior. The removable sleeve on its own does not need a waterproof rating as it should be used inside the rucksack, 0-1500mm.	10 th January 2022	Per Item	1300	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
6	Mouse – must be black wired USB optical scroll	10 th January 2022	Per Item	1300	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
7	Keyed Dual Headed laptop T-bar lock - Lock must be 1.5m (minimum) Keyed Dual Headed laptop T-bar lock. Note: Cable lock MUST fit laptop models: Dell Latitude 5420 and HP Elitebook G5 & G6 laptops.	10 th January 2022	Per Item	1300	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
8	Headset – for compatibility must be Plantronics Blackwire C3220 USB-A Stereo Corded UC Headset.	10 th January 2022	Per Item	400	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
9	Rucksack - Must accommodate as a minimum 15.6-inch laptop and contain inside (when delivered) a removable laptop sleeve capable of holding a laptop up to 15.6 inches. The rucksack must be a minimum of 20 litres capacity, black in colour and of polyester material, waterproof 1500mm – 5000mm rating, with nylon exterior. The removable sleeve on its own does not need a waterproof rating as it should be used inside the rucksack, 0-1500mm.	24 th January 2022	Per Item	2000	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests

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10	Mouse – must be black wired USB optical scroll	24 th January 2022	Per Item	2000	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
11	Keyed Dual Headed laptop T-bar lock - Lock must be 1.5m (minimum) Keyed Dual Headed laptop T-bar lock. Note: Cable lock MUST fit laptop models: Dell Latitude 5420 and HP Elitebook G5 & G6 laptops.	24 th January 2022	Per Item	2000	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
12	Headset – for compatibility must be Plantronics Blackwire C3220 USB-A Stereo Corded UC Headset.	24 th January 2022	Per Item	600	Redacted under FOIA Section 43, Commercial interests	Redacted under FOIA Section 43, Commercial interests
					Total Price	£ 222,679.00

Item Number	Consignee Address (XY code only)
1, 2, 3, 4, 9, 10, 11, 12	HM Naval Base Portsmouth, Princess Anne Way, Portsmouth, Hants, PO1 3LS
5, 6, 7, 8	HMS Sultan, Military Road, Gosport, Hants, PO12 3BY
All	Payment Schedule - Payment to be made following delivery and acceptance

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 Requirements

1. PURPOSE

- 1.1 As part of the Win10 My MoDNet Laptop (MML) roll-out, there is a demand for standard laptop peripherals on all Navy Command (NC) sites as they upgrade to Windows 10. We intend to meet this demand via a bulk purchase of peripherals. This will cover requirements through the second phase of the roll-out.

2. BACKGROUND

- 2.1 As part of the MML rollout, NC is required to provide certain key peripherals to new laptop users to ensure their MMLs are kept secure and can be used as effectively as possible.
- 2.2 Laptop rucksacks and security locks will allow users to keep valuable assets secure and able to be transported effectively.
- 2.3 A mouse allows users to work remotely more efficiently than using a mouse pad.
- 2.4 The MMLs have had their built-in microphone disabled which means an external headset is the only means of collaborative working available.
- 2.5 If relevant peripherals are not supplied to enable users to travel safely with their MML there is a risk of damage in transit as well as increased risk of theft from uncovered laptops.

3. THE REQUIREMENT

- 3.1 Potential providers are asked to provide pricing on the following products for procurement:

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Requirement \ Deliver to	HMNB Portsmouth, Princess Anne Way, Portsmouth, Hampshire, PO1 3LS	HMNB Portsmouth, Princess Anne Way, Portsmouth, Hampshire, PO1 3LS	HMS Sultan, Military Road, Gosport, Hampshire, PO12 3BY
Delivery by	10 January 2022	24 January 2022	10 January 2022
	Quantity	Quantity	Quantity
Rucksack - Must accommodate as a minimum 15.6 inch laptop and contain inside (when delivered) a removable laptop sleeve capable of holding a laptop up to 15.6 inches. The rucksack must be a minimum of 20 litres capacity, black in colour and of polyester material, waterproof 1500mm – 5000mm rating, with nylon exterior. The removable sleeve on its own does not need a waterproof rating as it should be used inside the rucksack, 0-1500mm.	2000	2000	1300
Mouse – must be black wired USB optical scroll	2000	2000	1300
Keyed Dual Headed laptop T-bar lock - Lock must be 1.5m (minimum) Keyed Dual Headed laptop T-bar lock. Note: Cable lock MUST fit laptop models: Dell Latitude 5420 and HP Elitebook G5 & G6 laptops.	2000	2000	1300
Headset – for compatibility must be Plantronics Blackwire C3220 USB-A Stereo Corded UC Headset	600	600	400

4. SAMPLES

- 4.1 The Potential Provider is required to submit to the Authority a sample rucksack that will be used to fulfil this requirement should the Potential Provider be successful in the tender competition.
- 4.2 The rucksack should reach **Redacted** under FOIA Section 40, Personal **Information** Leach Building, Whale Island, Portsmouth, Hampshire, PO2 8BY no later than 11:00 Tuesday 19th October 2021.

5. KEY MILESTONES

- 5.1 The Potential Provider should note the project milestone the Authority will measure the quality of delivery against: Delivery of all goods in quantities and delivery dates as required at 3.1.
- 5.2 The Potential Provider should note the project milestone the Authority will measure the quality of delivery against: Delivery of rucksacks that conform to the standards as described in 3.1, where each rucksack contains within, a removeable laptop sleeve, at point of delivery.

6. CONTINUOUS IMPROVEMENT

- 6.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 6.2 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

7. QUALITY

- 7.1 Quality shall comply with those set out in this ITT and in line with the Terms and Conditions of RM6068 Technology Products & Associated Services (TePAS).

8. PRICE

- 8.1 All prices quoted for must remain valid for a period of thirty (30) days.
- 8.2 Prices should be in GBP and be firm and final, encompassing all associated costs with the full term of the contract award, including all expenses and excluding VAT.
- 8.3 Prices are to be submitted via the e-Sourcing Suite by completing the Pricing Table excluding VAT. This is to provide a full transparent breakdown of all costs associated with this contract.
- 8.4 Potential Providers are required to provide a formal quotation on company official headed paper in PDF version, detailing all equipment and delivery costs, inclusive of any/product numbers or references, in addition to submitting the Pricing Table.

9. STAFF AND CUSTOMER SERVICE

- 9.1 The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service to all Parties.
- 9.2 Potential Provider's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract.

- 9.3 The Potential Provider shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

10. SERVICE LEVELS AND PERFORMANCE

- 10.1 The Authority will measure the quality of the Potential Providers delivery by: Delivery of all goods in quantities and by dates set out in 3.1 above.
- 10.2 A date for delivery of goods will be stated in the contract or agreed between the Authority and the Potential Provider. In the event that any goods are not delivered by the Potential Provider until after any stated or agreed date (unless due to circumstances outside of the control of the Potential Provider), the Authority reserves the right to deduct 10% of the payment due for those goods for each week or portion of a week that passes before the goods are delivered.

11. PAYMENT

- 11.1 Payment will be made via CP&F.
- 11.2 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 11.3 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 11.4 The invoices should include a full breakdown of goods and services.
- 11.5 Payment will be made thirty (30) days following receipt of invoice.

12. ADDITIONAL INFORMATION

- 12.1 Upon award of the Contract, the successful Provider will be issued with a RM6068 Order Form. The Order Form is issued in accordance with the provision of the Technology Products 2 Framework Agreement and forms the contractual agreement between the Authority and the successful Provider.
- 12.2 Potential Providers are reminded to provide a formal quotation on company official headed paper in PDF version, detailing all equipment and delivery costs, inclusive of any/product numbers or references, as well as submitting the Pricing Table.

13. LOCATION

- 13.1 Potential Providers will be required to hold the equipment stock on their own premises and deliver to two UK based NC sites. Volumes and addresses as indicated in 3.1 above.

14. PRIMARY NC ADDRESSES

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- HMS Sultan, Military Road, Gosport PO12 3BY.
- HMNB Portsmouth, Portsmouth, Hampshire, PO1 3LS.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Redacted under FOIA Section 40, Personal Information	Signature:	Redacted under FOIA Section 40, Personal Information
Name:	Redacted under FOIA Section 40, Personal Information	Name:	Redacted under FOIA Section 40, Personal Information
Role:	Sales Director	Role:	Commercial Manager
Date:	09/11/2021	Date:	9 th November 2021