

Order Form

Framework agreement reference: Audio Visual Solutions and Integrated Operating Theatres SBS/18/CR/WCN/9343 Lot 2 – Multi-Disciplinary Team Room and Conferencing Facility Room

Date of order	27/01/2023	Order Number	██████████
			Contract reference C136230

FROM

Customer	United Kingdom Health Security Agency "Customer"		
Customer's Address	UKHSA, Nobel House 17 Smith Square London SW1P 3HX		
Invoice Address	Accounts Payable UKHSA Porton Manor Farm Road, Porton Down, Wiltshire SP4 0JG Email: Payables@phe.gov.uk		
Contact Ref:	Name:	██████████	
	Address:	Nobel House, 17 Smith Square London SW1P 3HX	
	Phone:	██████████	
	e-mail:	████████████████████	
	Fax:	N/A	

TO

Supplier	CINOS Ltd "Supplier"
Supplier's Address	Unit 4.9, Hitech, Frimley 4 Business Park, Frimley, Camberley, GU16 7SG

Account Manager	Name: <div>████</div> <div>████</div> <div>████</div> <div>████</div> <div>████████████████████</div>
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GUARANTEE

Guarantee to be provided	No
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Where a guarantee is to be provided then this Contract is conditional upon the provision of a Guarantee to the Customer from the Guarantor in respect of the Supplier. Details of the Guarantor (if any) are set out below:

[Parent Company	N/A
Parent Company address	N/A
Account Manager	N/A

1. TERM
<div>(1.1) Commencement Date 01/02/2023</div>
<div>(1.2) Expiry Date The Contract shall expire on the date which is 31/03/2024 14 (fourteen) Months after the Commencement Date</div>

2. GOODS AND SERVICES REQUIREMENTS	
Supply and installation of materials in section 3	<div></div>
Optional Services	
Collection and recycling	<div>N/A</div>
Paper catalogue	<div>N/A</div>
Secure Collection	<div>N/A</div>

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(2.2) Premises

UKHSA Chilton –
Harwell Campus,
Didcot,
Oxon
OX11 0RQ

Porton Down – Manor Farm Road
Porton Down
Salisbury
Wiltshire
SP4 0JG

UKHSA Colindale – 61 Colindale Ave,
London
NW9 5EQ

UKHSA Manchester -
Sentinel House,
3 Piccadilly Place,
Eccles,
Manchester
M1 3BN

UKHSA Bristol - 2 Rivergate,
Redcliffe,
Temple Quay,
Bristol
BS1 6DZ

UKHSA Nottingham - Seaton House,
City Link,
Nottingham
NG2 4LA

(2.3) Lease/ Licenses

N/A

(2.4) Standards

N/A



<p>(2.5) Security Requirements</p> <p>Security Policy</p> <p>N/A</p>
<p>Additional Security Requirements</p> <p>N/A</p> <p>Processing personal data under or in connection with this contract</p> <p>NO</p>
<p>(2.6) Exit Plan (where required)</p> <p>NO</p>
<p>(2.7) Environmental Plan</p> <p>NO</p>

3. SUPPLIER SOLUTION

(3.1) Supplier Solution

Cinos will provide the goods and services at each UKHSA site as outlined below. Cinos will provide agreed UKHSA Standard Poly Teams Room Systems and supporting AV equipment, including Digital Signage Displays and Installation of Matrix Room Booking Panels (panels supplied by The UKHSA) for the following locations and room count. Full installation services, project management and documentation effort, along with system commissioning and handover are included, with early life on-site support and ongoing reactive support for a 12 month period following the completion of the system installations.

Location	Room/System Type and Number			
	<i>Small</i>	<i>Medium</i>	<i>Large</i>	<i>Digital signage</i>
Bristol	0	5	2	3
Nottingham	4	1	3	3
Manchester	0	3	0	0
Colindale	0	3	4	10
Porton	0	6	4	0
Chilton	0	3	2	0

Minimum Order Value £484,700.00 as per quote

(3.2) Account structure including Key Personnel

James Austin – Solutions Architect

Karl Deady – Account Director

(3.3) Sub-contractors to be involved in the provision of the Services and/or Goods

N/A

(3.4) Outline Security Management Plan

N/A

(3.5) Relevant Convictions

None

(3.6) Implementation Plan

N/A

4. PERFORMANCE QUALITY**(4.1) Key Performance Indicators**

A/V systems will be signed off by UKHSA upon completion

(4.2) Service Levels and Service Credits

When providing the Goods and/or Services, the Supplier shall as a minimum ensure that it achieves the following service levels:

Service Level	Description	Service Credit Calculation	Critical Failure	Service

If the level of performance of the Supplier during the Contract Period:

- (i) fails to achieve a Service Level in respect of each element of the Service, then the Customer shall be entitled to deduct the Service Credits from the Contract Price; and/or
- (ii) constitutes a Critical Service Failure, the Customer shall be entitled to terminate this Contract.

5. PRICE AND PAYMENT

(5.1) Contract Price payable by the Customer in accordance with the commercial schedule set out in the framework agreement (including applicable discount but excluding VAT), payment profile and method of payment (e.g. Government Procurement Card (GPC) or BACS))

(5.2) Invoicing and Payment

The Supplier shall issue invoices in arrears. The Customer shall pay the Supplier within thirty (30) days of receipt of a Valid Invoice, submitted in accordance with this paragraph 5.2, the payment profile set out in paragraph 5.1 above and the provisions of the Contract.

Invoices to be sent to

████████████████████

Or

UKHSA

Accounts Payable

UKHSA Porton

Manor Farm Road

Porton

Wiltshire

SP4 0JG


All invoices must contain a valid UKHSA purchase order number

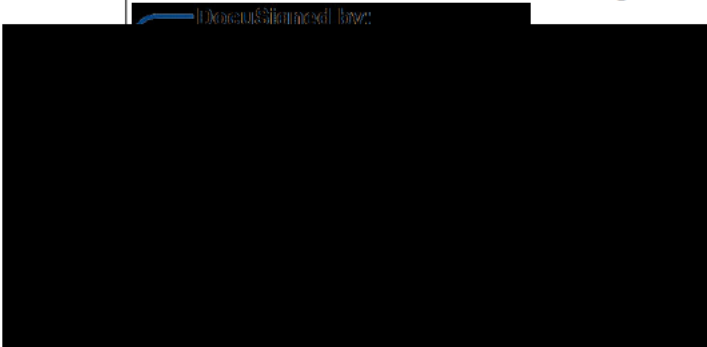
6. SUPPLEMENTAL AND/OR ADDITIONAL CLAUSES**(6.1) Supplemental requirements**

N/A

BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Customer to provide the Goods and/or Services. The Parties hereby acknowledge and agree that they have read the NHS Conditions of Contract for purchase of goods and/or Services and by signing below agree to be bound by the terms of this Contract.



	For and on behalf of the Supplier: Signature Name and Title 
	Date Signed: 27/01/2023
Date	

	For and on behalf of the Customer: Signature Name and Title 
	Date Signed: 30/01/2023
Date	