

## Attachment 4 - Order Form

**CALL-OFF REFERENCE:** CCIH21A10

**THE BUYER:** Department for Work and Pensions

**BUYER ADDRESS:** Caxton House, Tothill Street, Westminster,  
London, SW1 9HA

**THE SUPPLIER:** Computercenter (UK) Ltd

**SUPPLIER ADDRESS:** 100 Blackfriars Road, SE1 8HL

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 7<sup>th</sup> October 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 1 (Definitions)
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 5 (Corporate Social Responsibility)

- Joint Schedule 6 (Key Subcontractors)
  - Joint Schedule 10 (Rectification Plan)
  - Joint Schedule 12 (Supply Chain Visibility)
- Call-Off Schedules
    - Call-Off Schedule 5 (Pricing Details)

4. CCS Core Terms (version 3.0.6)
5. 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**

Not used

**CALL-OFF START DATE:** 11<sup>th</sup> October 2021

**CALL-OFF EXPIRY DATE:** 10<sup>th</sup> March 2022

**CALL-OFF INITIAL PERIOD:** Six Months

**CALL-OFF OPTIONAL EXTENSION PERIOD** Not used

### **CALL-OFF DELIVERABLES**

<b>DEVICES</b>				
<b>Provision</b>	The supplier to provide the following types and volumes of devices			
<b>Device Type</b>	<b>Model</b>	<b>OEM ref</b>	<b>Anticipated volumes</b>	<b>Delivered by:</b>
2 in 1 hinged device	Lenovo Thinkpad L13 Yoga Gen 2	20VKS02400	2,150	6 <sup>th</sup> December 2021
Standard Clamshell	Dell Latitude 5320	5320 CTO/Flex Base	1,700	6 <sup>th</sup> December 2021
All devices to include charging cable with fast charging capability				
<b>Service</b>				
In relation to the stated devices the supplier to deliver according to the following mandatory service requirements:				
<b>Invoicing</b>	The supplier will provide accurate invoices for every purchase made. All invoices must be 100% accurate			

	The supplier must respond to DWP invoice queries within 3 business days
<b>Bulk Delivery</b>	Deliver laptops to a DWP subcontractor at a single UK address, which will be confirmed no later than 2 weeks before the required delivery date
<b>Warranty</b>	<ul style="list-style-type: none"> <li>• All devices must be provided with a minimum of 1-year manufacturing warranty at no extra cost.</li> <li>• The Supplier to provide details of the warranty, including <ul style="list-style-type: none"> <li>- Repair/ replacement turnaround terms;</li> <li>- Timescales; and</li> <li>- Contact information.</li> </ul> </li> <li>• The warranty period to commence at the point of delivery to the Customer's site.</li> <li>• Where the standard manufacturer's warranty is greater than one year this shall be clearly stipulated in the Supplier's response.</li> <li>• Warranty Management will be performed by DWP Device Support supplier. <ul style="list-style-type: none"> <li>- Where required the Supplier will support the Device Support supplier with resolution of any Warranty Management issues</li> </ul> </li> </ul>
<b>Asset reporting</b>	<p>The Supplier must comply with DWP Device Asset Management policies and procedures by providing all asset details to DWP Asset Management team, upon receipt of device order(s)</p> <p>A report must be provided and include:</p> <ul style="list-style-type: none"> <li>• Asset Categorisation</li> <li>• Manufacturer</li> <li>• Model number</li> <li>• Serial number</li> <li>• Asset Cost</li> </ul> <p><b>For the avoidance of doubt devices must be able to be tracked at all stages so DWP can account for every device it has purchased and know the status of that device in order to undertake effective demand management</b></p>
<b>Availability and Delivery</b>	<p>Supplier to confirm their ability to:</p> <ul style="list-style-type: none"> <li>• Acquire the volume of devices requested and ensure delivery to the required address in the UK before 06/12/2021.</li> <li>• Securely meet delivery requirements in an appropriate and proper manner including appropriate protection and insurance.</li> <li>• Retain a full audit trail of device asset details from stock to delivery</li> </ul>
<b>Security</b>	<p>In delivery of services to DWP, comply with DWP Security Policies and Standards</p> <p><a href="https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards">https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards</a></p>

## LOCATION FOR DELIVERY

One UK address, to be confirmed no later than 2 weeks prior to the required delivery date

## **DATES FOR DELIVERY OF THE DELIVERABLES**

All items to be delivered as one bulk delivery by 6th December 2021, subject to the Supplier receiving the items from the Manufacturer in good time to meet the 6th of December

## **TESTING OF DELIVERABLES**

Not used

## **WARRANTY PERIOD**

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 12 (twelve) months manufacturer warranty as standard

## **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 £2,910,571.50 this will be the maximum value of the Order Form.

This award is on a zero volume/value commitment basis.

## **CALL-OFF CHARGES**

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

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**

Payment method BACS

## **BUYER'S INVOICE ADDRESS:**

Department for Work and Pensions

[APinvoices-DWP-U@sscl.gse.gov.uk](mailto:APinvoices-DWP-U@sscl.gse.gov.uk)

Box 406, SSCL, Phoenix House, Celtic Springs Business Park, Newport, NP10 8FZ

**BUYER'S AUTHORISED REPRESENTATIVE**

REDACTED TEXT

**BUYER'S ENVIRONMENTAL POLICY**

N/A

**BUYER'S SECURITY POLICY**

DWP Information Security Policy version 1

DWP Acceptable Use Policy version 2.5

DWP Physical Security Policy version 2.0

DWP Information Management Policy version 4.1

Available at: <https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards>

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

REDACTED TEXT

**SUPPLIER'S CONTRACT MANAGER**

REDACTED TEXT

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETING FREQUENCY**

Monthly on the first Working Day of each month

**KEY STAFF**

REDACTED TEXT

**COMMERCIALLY SENSITIVE INFORMATION**

Product unit pricing

**SERVICE CREDITS**

Provision of Laptops  
Contract Reference : CCIH21A10

Not used

**ADDITIONAL INSURANCES**

Not required

**GUARANTEE**

Not required

**For and on behalf of the Supplier:**

Signature:

Name:

Role:

Date:

**For and on behalf of the Buyer:**

Signature:

Name:

Role:

Date:

## Call-Off Schedule 1 (Transparency Reports)

- 1.1 The Supplier recognises that the Buyer is subject to PPN 01/17 (Updates to transparency principles v1.1 (<https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles>)). The Supplier shall comply with the provisions of this Schedule in order to assist the Buyer with its compliance with its obligations under that PPN.
- 1.2 Without prejudice to the Supplier's reporting requirements set out in the Framework Contract, within three (3) Months of the Start Date the Supplier shall submit to the Buyer for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in the Annex of this Schedule.
- 1.3 If the Buyer rejects any proposed Transparency Report submitted by the Supplier, the Supplier shall submit a revised version of the relevant report for further Approval within five (5) days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Buyer. If the Parties fail to agree on a draft Transparency Report the Buyer shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.
- 1.4 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Buyer at the frequency referred to in the Annex of this Schedule.

## Annex A: List of Transparency Reports

Please see embedded table:

Transparency Reports			
Title	Content	Format	Frequency
Performance	- inventory in stock - orders received - orders delivered	To be agreed	1st Day of the Month
Call off contract Charges	- Monthly charge - Charges to date	To be agreed	1st Day of the Month



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

REDACTED TEXT

For the avoidance of doubt any Goods provided by the Supplier that are not included on this core list will be supplied on a reasonable endeavours basis with pricing valid for thirty (30) calendar days from the date of quotation.

Prices provided will remain firm for the term of the contract